

**Procedure:** **Electronic email**



**Policy Number Superseded:** 3364-130-15

**Responsible Department:** Staff Development

**Effective date:** 5/1/2024

**Scope:** All University of Toledo Medical Center Nursing Service staff.

(A) This procedure is authorized by the university's policy on communication. Electronic mail (e-mail), like postal mail, is a mechanism for official UTMC communication to employees. UTMC Nursing Service Administration will exercise the right to send e-mail communications to all employees. The Nursing Service Administration will expect that e-mail communications will be received and read in a timely manner.

The day-to-day implementation of this procedure will be the responsibility of the Staff Development Department.

(B) All Nursing Services employees are expected to check his/her e-mail on a frequent and regular basis to stay current with UTMC related communications. Recognizing that certain communications may be time critical; it is recommended that e-mail be checked daily, but at a minimum of twice per week for full time employees. Part time and contingent employees are also recommended to check his/her e-mail daily, but at a minimum of once every two weeks. Regular e-mail management will minimize the risk of a full inbox, causing the e-mail to be returned to the sender with an error.

Undeliverable messages returned because of either a full inbox or use of a "spam" filter will be considered delivered without further action required of the Nursing Service Administration sender. The employees will be held accountable for the information that was contained in the returned e-mail.

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