



OHSU SCHOOL OF NURSING POLICY MANUAL

Policy Number: 10-11.01

Policy Title: Communication & Calendaring

Effective Date: May 23, 2022 (Reviewed)

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1. Policy Statement

This policy defines the communication and calendaring standard across School of Nursing (SON) applying to all faculty, staff and students at all SON campuses, clinical sites, education, and research programs.

The SON will rely on the OHSU officially supported calendaring and e-mail (@OHSU.EDU) addressing protocol systems for all business related communication and scheduling of personnel and material resources such as conference rooms or portable video projectors. All faculty and staff are expected to maintain their OHSU e-mail and calendaring accounts for OHSU related business operations.

Implementation Date: July 19, 2004

Revision History: 11/2007, 01/2012

Related Policies and Procedures: OHSU 11-20-010: Acceptable Use of Computing and Telecommunications Resources; This policy integrates SON 10-12.01: Calendaring in the SON

Responsible Office: Office of Administration

Supersedes:

Key Words: