



KANSAS-OUTPT-IP LISTSERV® Recommended Guidelines for Use

This LISTSERV serves as a primary communication platform for the KDHE-KHC Infection Prevention Learning Action Network (LAN) for outpatient and ambulatory care settings. The primary goal of this LISTSERV is to provide participants a communications tool to seek and share information, practical strategies, and resources in support of infection prevention basics.

Following is a list of guidelines for this LISTSERV:

1. **ADDRESS:** To send a message, address your email to: KANSAS-OUTPT-IP@LIST.KHCONLINE.ORG (must be in all caps).
2. **SUBJECT LINE:** **Clearly state your topic in the subject line.** This allows members to respond more appropriately to your posting. A clear subject line also makes it easier for members to search the archives by subject. For these reasons, consider starting a new subject line if one subject begins to lead into another.
3. **SIGNATURES:** **Include your contact information** (a signature tag) on your messages. Provide your name, affiliation, location and e-mail address (this helps for individuals who want to communicate with you offline).
4. **REPLY ALL v. INDIVIDUAL RESPONSE:** When responding to a LISTSERV message, consider whether it needs to go to the entire group (KDHE-KHC LISTSERV) or directly to the individual. Refrain from replying to the entire list, unless it is information relevant to your topic that is applicable to the entire group. Avoid sending "me too" responses to the entire LISTSERV.
5. **SUBSCRIBER ASSISTANCE:** Please contact Michele Clark <mclark@khconline.org> for assistance with administrative requests such as updating your email address or to be removed from the list.
6. **PERMISSIONS:** Do not forward any message posted to the list without obtaining prior consent of the message author. In addition, do not post any information or material which would violate any applicable law or regulation.
7. **APPROPRIATENESS:** Only use this LISTSERV for topics pertinent to this Learning Action Network. Do not promote or sell any products or contractor services on the LISTSERV.
8. **PROFESSIONALISM:** Maintain a professional and respectful tone in all LISTSERV communications. Refrain from using language or colloquialisms that may be misconstrued with a different intent. The use of profanity and personal attacks are strictly prohibited.

The list-serv archive can be accessed here: <http://LIST.KHCONLINE.ORG/archives/KANSAS-OUTPT-IP.html>
To access the archive, you will need to establish your own password using the email address we have on file.
Here is the link to set up your password: <http://list.khconline.org/scripts/wa-KHCONLINE.exe?GETPW1>

We hope that you find this added resource a valuable tool in communicating with LAN faculty and peers. We encourage you to be active in it. We appreciate your commitment to quality and patient safety and all that you are doing for your patients and staff.

For additional information and educational archive, visit our web page at: www.khconline.org/LAN