

Federation of State Physician Health Programs, Inc.

Egroup Guidelines

September 2016

Dear Colleague:

Welcome to the Federation of State Physician Health Programs (FSPHP) Egroup (a.k.a. Listserv). This is a free, membership email group service. Please take a moment to review this message and the guidelines pertaining to the Egroup. The FSPHP recommends you save this email and the guidelines for future reference should you have questions regarding your membership to these groups. The original Egroup guidelines were adopted by the FSPHP Board of Directors in October 2002. These guidelines, adopted by the FSPHP Board on January 18, 2008, represent the updated version and are circulated for you reference and guidance.

The FSPHP leadership monitors the activities of the Egroups and is available to address any questions or recommendations you may have regarding the facilitation of these Egroups. The members of the Egroups are added and removed based on membership records that are reconciled with the FSPHP office. For further information about the Egroup membership, content, or the guidelines for participation please contact Julie Robarge at jrobarge@fsphp.org or (978) 347-0600.

As an overall set of “Best Practices” when using the Egroup:

- Please de-identify any clinical material presented there. We represent a small community and detailed discussions of cases can unintentionally violate or at least may compromise confidentiality.
- **When hitting “REPLY” to a message on the Egroup a response will be sent to the entire group of 120+ members. Therefore, it is good to be discriminating and decide if the response is appropriate for the entire group or appropriate for the individual and respond accordingly. If you wish to respond only to the individual, then you must send an email using their email address rather than sending a “reply.”**
- The subject line should clearly reference the content of the message.
- Be concise. A good guideline is to limit messages to 300 words or less.
- For surveys, please describe the purpose of the survey, explain how the findings will be used, and distribute the survey questions for comment prior to posting the survey for responses. Sometimes similar survey information is available in the archives of the Egroup or is available elsewhere. Asking for group input before posting a survey can make better use of member’s time and create more meaningful results.
- **Please also set-up your email signature function to ensure your name, organization, address, email address, and telephone automatically appear at the bottom of your messages to allow recipients of your message to identify you and the state you represent.**

For polling, please avoid sharing results without expressed permission of all those who participated in the responses.

To send messages to the members of these groups, simply send email to StatePHP@Yahoogroups.com and/or fsphpmembers@yahoogroups.com.

Sincerely,
P. Bradley Hall, MD, President
Federation of State Physician Health Programs

Federation of State Physician Health Programs, Inc.

Egroup Guidelines

TITLE: Federation of State Physician Health Programs Membership Egroup (a.k.a Listserv)

DESCRIPTION:

The Egroup is intended for use by State Physician Health Program directors and staff who are members of the Federation of State Physician Health Programs (FSPHP). The purpose of the Egroup is to provide a forum for discussion of issues, ideas, concerns, relevant to State Physician Health Programs and the FSPHP on matters of physician health. Courtesy membership to the Egroup may be obtained for directors and staff of physician health programs in countries other than the United States, Canada or Australia as noted below.

MEMBERSHIP TYPE:

fsphpmembers@yahoogroups.com: An information exchange venue for ALL FSPHP MEMBERSHIP CATEGORIES. This includes State, Associate, Honorary, International, Individual and Organizational members of the Federation of State Physician Health Programs, Inc.

statePHP@yahoogroups.com: For State, Associate, Honorary and International categories.

Both yahoo groups are restricted to the state, associate, international, honorary, individual and organizational member intended for the group. All other requests are to be reviewed by the FSPHP Publications Committee and approved by the FSPHP Board of Directors.

PRINCIPLES:

These guidelines are written to optimize the likelihood that emails from the FSPHP Egroup will be welcomed and trusted. Member privacy will be protected and respected among the Egroup. Email addresses or email lists will not be rented, sold or donated to any person or organization outside of the FSPHP without expressed permission of the list member. Commercial services or products are not to be promoted in messages on the Egroup.

The Publications Committee of the FSPHP shall provide oversight, and will regularly review Egroup email policies and practices. The FSPHP invites members to provide feedback about these guidelines.

All members of the FSPHP Egroup will be responsible for adherence to the FSPHP Ethical Standards for Membership developed by the FSPHP Committee on Ethics and adopted by the FSPHP, and which may be amended from time to time by the FSPHP

CONFLICTS OF INTEREST:

Information shared and exchanged is to be utilized for the purposes aligned with the mission of the FSPHP or the state program which is a member of the FSPHP and no other purpose. Members of the FSPHP who have conflicts of interest have the potential to impact the tenor of the discussions intended on the Egroup and therefore may need to be excluded from participation.

FSPHP is a non-profit charitable organization whose purpose is to provide a forum for education and exchange of information among state programs, to develop common objectives and goals, to develop guidelines, to enhance awareness of issues related to physician health and physician impairment, to provide advocacy for physicians and their health issues at local, state, and national levels, and to assist state programs in their quest to protect the public.

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All members are required to disclose conflicts of interest prior to membership in the Egroup. A conflict of interest exists to the extent an individual has potential for use of information from the Egroup for other purposes than defined above. Conflicts of interest can exist to the extent any individual is independently employed, a staff member or consultant to a treatment center, or has a professional relationship with a monitoring agency that is not affiliated with the FSPHP and may be viewed as a competitor to another state physician health program. Additionally, any member of the Egroup who incurs a conflict of interest at any time during their membership in the Egroup must disclose it.

The FSPHP reserves the right to exclude participation in the Egroup temporarily or permanently for any reason, including, but not limited to, conflicts of interest or suspected misuse of information from the Egroup. In all circumstances, the Egroup discussions are to be utilized for the purposes aligned with the mission of the FSPHP.

ADDRESS:

fsphpmembers@yahoogroups.com: An information exchange venue for ALL FSPHP MEMBERSHIP CATEGORIES. This includes State, Associate, Honorary, International, Individual and Organizational members of the Federation of State Physician Health Programs, Inc.

statePHP@yahoogroups.com: For State, Associate, Honorary and International categories.

EGROUP WEB SITE:

The Yahoogroups.com web site can be visited to unsubscribe, modify subscription information, review past emails, etc. Subject headings must be specific in order to sort and review past messages by subject.

OPTING OUT:

If users wish to unsubscribe to the group, they may do so at any time by logging onto the www.yahoogroups.com website or by sending an email to jrobarge@fsphp.org.

MAIL ADDRESS DISPLAY & SIGNATURES:

Members of the Egroup may not hide their email address. Email addresses can be viewed on member listings. The address will be displayed on messages posted by a participating member of the Egroup.

It is requested that members of the Egroup display their name, affiliation and contact information after each email. This can be set up to occur automatically in most email programs as an email signature function. By inserting an email address, members of the Egroup can have the option of responding directly to the sender of a message by clicking on the address provided and thereby not sending a response to the entire group. When hitting "REPLY" to a message on the Egroup, a response will be sent to the entire group of over 100 members.

PRIVACY:

All email messages and discussions are confidential. Email messages are not to be forwarded or disclosed elsewhere without express consent of author(s).

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SURVEYS and DATA GATHERING:

Please describe the purpose of the survey, explain how the findings will be used, and distribute the survey questions for comment prior to posting the survey for responses. Sometimes similar survey information is available in the archives of the Egroup or is available elsewhere. Asking for group input before posting a survey can make better use of member's time and create more meaningful results.

Please avoid sharing results without expressed permission of ALL those who participated in the responses.

NOTIFICATIONS:

Notifications are sent to new members of the Egroup along with current guidelines. Additional notifications may be sent at the discretion of the moderator and with approval of the FSPHP President.

DISCLAIMER:

The Federation of State Physician Health Programs (FSPHP) developed and sponsors this Egroup. This Egroup is private and is for the exclusive use of FSPHP members. Postings to the Egroup are confidential and should not be used for any unlawful purpose, political campaign, lobbying or other inappropriate activities.

Information obtained through this Egroup or the opinions on the subject matter discussed in this Egroup do not in any way represent or reflect the views, positions or policies of the FSPHP, unless otherwise indicated. Moreover, information obtained through the Egroup is not to be construed as advice, professional medical, legal or otherwise, from the FSPHP.

Any external links to Web sites and email addresses are provided to give readers an opportunity to access additional information. The FSPHP is not responsible for content in these external sources.