

## **ASPHP Discussion Group Participation Rules and Etiquette**

Association of Safe Patient Handling Professionals offers a Discussion Group as a membership benefit. It is a great way to impart safe patient-handling and mobility knowledge, solicit advice from peers, benefit from the sharing of information and experiences, and participate in an ongoing conversation. Members are enrolled automatically upon joining the association.

To ensure the best possible experience for all members, we have established some participation rules and etiquette tips. Participation in the ASPHP Discussion Group means that you have read and agree to follow the rules. ASPHP reserves the right to suspend or terminate Discussion Group membership for those who violate these terms.

Questions should be emailed to [info@asphp.org](mailto:info@asphp.org)

## **ASPHP Discussion Group Rules**

**Choose Relevant Topics:** Post only discussion topics related to SPHM in this forum. Refrain from off-topic messages, including jokes, chain letters, junk mail, etc. All messages must add to the body of knowledge. We reserve the right to reject any message for any reason.

**DO NOT POST “individually identifiable health information.”** All discussions can contain only de-identified health information: De-identified health information neither identifies nor provides a reasonable basis to identify an individual. No hospital, patient or healthcare provider names, no medical record numbers, no dates. No descriptions or stories that would provide a reasonable basis to identify an individual.

**Contact Information:** Include a signature tag on all messages with your name, professional affiliation, location, and email address.

**Keep Space Free from Ads and Marketing:** Don't post commercial messages or solicit sales. The ASPHP Discussion Group may not be used for the solicitation, promotion or sales of commercial products or services. Violators will be immediately removed from the list. Contact people directly with product and service information if you believe it would help them or explore sponsorship opportunities to highlight your products or services through other channels.

Use caution when discussing products. Comments are subject to libel, slander, and or antitrust laws.

**Keep Comments Positive and Treat Others Respectfully:** This Discussion Group is meant to stimulate conversation, not create contention, or start arguments. Please be sure that all posts are positive and that they don't rudely challenge or attack others. All defamatory, abusive, profane, threatening, offensive or illegal materials are strictly prohibited.

**No Announcements:** The ASPHP Discussion Group may not be used for posting job openings.

**Copyright:** Do not post any information or other material protected by copyright without the permission of the copyright owner. By posting material, the posting party warrants and represents that he or she owns the copyright with respect to such material or has received permission from the copyright owner. In addition, the posting party grants ASPHP and users of this site the nonexclusive right and license to display, copy, publish, distribute, transmit, print, and use such information or other material.

**No Lobbying or Politics:** Voicing opinions about pending legislation, promoting, and engaging in political activities, and attempting to influence the legislative process by lobbying list members to take action are not allowed. This is a violation of our 501(c)(3) status. Violators will be immediately removed from the list.

### **Discussion Group Etiquette**

1. State the topic of conversation concisely and clearly in the message subject line. This allows members to respond more appropriately to posts and to search the archives more easily by subject.
2. Carefully consider your content. Do not post anything in a Discussion Group message that you would not want the world to see or that you would not want anyone to know came from you.
3. Only send a message to the group when it contains information that everyone can benefit from.
4. Include only the relevant portions of the original message in your reply.
5. Send personal replies and messages such as "thanks for the information" or "me, too" to individuals - not to the entire group. Rather than hitting the reply button, which sends the response to the entire list, use your email service's forwarding option, and type or cut-and-paste in the email address of the member to whom you want to respond.
6. Do not send administrative messages, such as remove me from the list. Instead, use the web interface to change your settings or to remove yourself from a list. If you are changing email addresses, you do not need to remove yourself from the list and rejoin under your new email address. Simply change your settings.
7. Be respectful and considerate of your colleagues in your postings. If you disagree or become upset with someone's response or use of the list, reply to that person directly when appropriate.

### ***Disclaimer:***

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Revised: April 2023