

Creighton University School of Medicine

Medical Education Program Policies

POLICY: Official Means of Communication Policy

GOVERNING BODY: Educational Program Committee

APPROVAL DATE: 6/11/2019

REVISED DATE: N/A

LCME ACCREDITATION STANDARD REFERENCE: Element 1.3: Mechanisms for Faculty Participation; Element 2.6 Functional Integration of the Faculty

PURPOSE

The purpose of this policy is to establish an official means of communication for the School of Medicine Medical Education Program.

POLICY

The School of Medicine Medical Education Program adheres to the University's [Using Creighton University's Email as the Official Means of Communication Policy](#) which states "The Creighton University assigned email account shall be the official mean of communication with all students, faculty, and staff." The University policy can be reviewed at: <https://www.creighton.edu/fileadmin/user/GeneralCounsel/docs/2.4.43. Using Creighton University s Emal as the Official Means of Communication - issued 6-13-05.pdf>

The official mean of communication for faculty and staff employed by the medical education program's clinical affiliates is their clinical affiliate assigned email account.

SCOPE

This communication strategy applies to all faculty, students and staff within the Medical Education Program community.

ADMINISTRATION AND INTERPRETATION

The Educational Program Committee is responsible for the administration of this policy. Please forward questions to the Chair of the Educational Program Committee.

AMENDMENT

This policy may be amended by majority vote of School of Medicine Education Medical Program Educational Program Committee.