



Medication Safety Research Network of Indiana (Rx-SafeNet)

Communication Policy

- All initial Network communications (including those pertaining to the formal recruitment of new Network pharmacies) about projects must come through the Network Director's office. All mass email communications to network members must also come through the Network Director's office.
- Communication regarding specific projects must follow the guidelines described in the *Publication and Presentation Policy*.
- At the discretion of the Network Director, the Network will hold an annual meeting for all members. These meetings will serve as a forum for discussing Network projects and sharing ideas. Network members will be invited to speak about their efforts. Meeting locations will be rotated each year between various sites throughout the state.
- The Network website will be developed and maintained through the College of Pharmacy.
- As described in the *Project Selection and Approval Policy*, each Network pharmacy will select one or multiple individual(s) to serve as a Site Coordinator/Co- Site Coordinators and this individual(s) will be the contact person(s) for Network projects.
- The Network Director's office will communicate regularly with Network members to provide Rx-SafeNet updates. This will include regular calls with Site Coordinators as well as newsletters.