**E-Group Rules & Etiquette**

Thank you for being part of our community. To ensure the best possible experience for all members, we have established some basic guidelines for participation. All members of NTNC have been added to the listserve, and will receive a daily digest, rather than emails as they arrive. If you do NOT want to be on the listserve, OR would prefer seeing the emails as they arrive, please contact Lorna Will at lwill@tbcontrollers.org.

This listserve is to be used to consult each other about issues regarding TB: the care of our patients, experiences with different drugs or combinations thereof, tips on dealing with sticky situations, asking for help when we need it from more experienced people.

1. We want to make this useful but **not** to identify specific persons (other than ourselves). Please do NOT include any patient identifier information, or identify specific caregivers or clinicians in your questions or discussion.

2. No personal attacks or recriminations please.

3. All comments in this listserve are opinions only, and are not to be taken as legal expert opinions or legal consultations for use in patient care.

4. No commercial messages or sales pitches please. It’s ok to say “we’ve found Ellie the Elephant to be a good addition when trying to get little kids to take their meds; we found ours at CVS” but not “Come to my website at <http://www.mysales.com> for a special deal on my Teddybear med device!”

5. All your postings are public and may be copied by others on the listserve and sent on. If you don’t want your advice to be public, don’t post it, or send it directly to the poster.

6. This listserve is lightly moderated, which means we read all the posts and will delete anything that is offensive; we hope more moderation will not be necessary. If necessary, we can require that every posting be approved before posting, which will significantly slow down the sharing of information. So please type carefully and check before you send.

**When sending messages:**

1. To start a thread, address the email to tbnurses@ntca.simplelists.com

2. All messages go to everybody. If you want replies to come directly to you, please say so in your posting and include your email address and/or phone number.

3. Include your name and affiliation (State of WI, Omaha TB Program, Southern IL TB RN Consultant) when you initiate or answer a post.

4. Please state the subject concisely in the subject line. Thus, if you get an email from a colleague with a subject line “about that kid” and you think the topic would be good for the listserve, please change the subject to something like “Kid with HIV and TB can’t swallow meds” and request assistance/opinions.

5. If your message is long, state it in the subject line “Kid with HIV and TB can’t swallow meds – Long”

6. Don’t send messages saying “Thanks” or “OK” to the listserve. If you want to thank someone, do it with email directly to them.

7. Send all administrative messages (remove me from this listserve, change me to email as it comes rather than daily digest) to lwill@tbcontrollers.org. Messages sent to the list will be removed.

8. Attachments will be archived along with the message, so you may include forms/protocols/etc. as appropriate to the post.

**Archives:**

All messages are archived under the subject line, called the thread. To see the archives, click on <http://ntca.simplelists.com/tbnurses>. Enter your email, and you’ll be sent a code to access the archives.