



Federation of State Physician
Health Programs

Federation of State Physician Health Programs E-list Guidelines

Welcome to the Federation of State Physician Health Programs (FSPHP) E-lists. This valuable member benefit provides a site where you can ask questions and seek advice from your industry peers. These guidelines will remain available on the member portal at this link <https://fsphp.memberclicks.net/member-portal>.

The FSPHP leadership and FSPHP Publications Committee monitor the activities of the E-lists and are available to address any questions or recommendations you may have regarding the facilitation of these E-lists. FSPHP members are automatically enrolled in the appropriate E-list(s) based on their membership category. [Click here for the E-list Instructions](#) or [contact FSPHP](#) for further information about E-list membership, content, or the guidelines for participation.

FSPHP E-LISTS:

FSPHP-ALL-MEMBERS@fsphp.memberclicks.net E-list:

The FSPHP-ALL-MEMBERS@fsphp.memberclicks.net E-list is available to ALL FSPHP MEMBERSHIP CATEGORIES. This includes **State, Associate, International, Honorary, Individual, Organizational** and **Industry Partner Individual** members of FSPHP. This group is best used for exchanging information of interest to all those interested in professional and/or physician health including those members not affiliated with a PHP. Examples of information to share include articles, educational conference information, research studies and current news in the field.

STATE-PHP-MEMBERS@fsphp.memberclicks.net E-list:

The STATE-PHP-MEMBERS@fsphp.memberclicks.net E-list group is limited to State PHP membership categories including **State, Associate, Honorary** and **International** members. This E-list only includes FSPHP members that are affiliated with a PHP. Members that are not included are *Individual, Organization, or Industry Partner Individual* members. This group is best used for messages related to PHP guidelines, PHP practices and the work of PHPs.

Please refer to these **Best Practices** when using the FSPHP E-lists:

- Please de-identify any clinical material presented. We represent a small community and detailed discussions of cases can unintentionally violate or compromise confidentiality. When posing questions regarding clinical material related to de-identified “PHP Participant” experiences, it is likely your post should be sent to PHPs only (State-PHP-Members@FSPHP.memberclicks.net).
- When hitting “REPLY” to a message on an E-list a response will be sent to the entire group. 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.
- If you would like to raise a new topic, please start a new message with a new subject line rather than post from a prior thread.
- Be concise. A good guideline is to limit messages to 300 words or less.
- **Include your name, organization, and email address on every post** - Please 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.

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- For surveys or polling, see specific guidelines below.
- Commercial services or products are not to be promoted in messages on the E-lists.
- "Emails from the list are not to be forwarded externally, without expressed permission from the FSPHP Member, to respect the privacy and trust of the members' posts

PRINCIPLES:

These guidelines are written to optimize the likelihood that emails from the FSPHP E-lists will be welcomed and trusted. Member privacy will be protected and respected among the E-lists. Email addresses or email lists will not be rented, sold or donated to any person or organization externally from the FSPHP without expressed permission of the list member.

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

All members of the FSPHP E-lists will be responsible for adherence to the FSPHP [Code of Ethical Conduct](#) developed by the FSPHP Ethics Committee and adopted by 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 E-lists 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.

All members are required to disclose conflicts of interest prior to joining FSPHP. A conflict of interest exists to the extent an individual has potential for use of information from an E-list for other purposes than defined above. Additionally, any member of an E-list who incurs a conflict of interest at any time during their membership in an E-list must disclose it.

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

MAIL ADDRESS DISPLAY & SIGNATURES:

Members of FSPHP E-lists 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 an E-list.



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It is requested that all members display their name, affiliation, and contact information after sending or replying to an E-list message. This can be set up to occur automatically in most email programs as an email signature function. By inserting an email address, members of an E-list 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 an E-list message, a response will be sent to the entire group.

PRIVACY:

All E-list messages and discussions are confidential. E-list messages are not to be forwarded or disclosed elsewhere without express consent of author(s). Information gathered via use of the e-list is intended for FSPHP member use for quality improvement, comparison of best practices among PHPs in their education, prevention, intake, assessment and monitoring services; and not intended for sharing outside the e-list.

SURVEYS, POLLS & DATA GATHERING:

Use of the e-list is intended for sharing information amongst e-list FSPHP membership for the purposes of assisting PHPs with consistency and best practices, and not for sharing outside the e-list. Survey or poll data gathered are also not intended to be shared outside the e-list members. Surveys or polls regarding PHP common practices that do not require Institutional Review Board (IRB) approval (i.e., no greater than minimal risk, not intended for public dissemination) are appropriate for the e-list. Please avoid sharing results of the polling outside the e-list unless you have specifically stated this intention in advance. Please also avoid sharing any identifying information without expressed permission of ALL those who participated in the responses.

If you distribute a survey or poll via one of the FSPHP E-lists, please describe the purpose of the inquiry and explain how the findings will be used. It is a good practice to share the survey or poll questions for comment prior to posting them for responses. This can be done by emailing the chair(s) of the Research Committee, the FSPHP Executive Director, or asking a few colleagues to pilot the questions. Obtaining such input before posting a survey or poll can help to ensure consistent interpretation of the question(s), making better use of respondents’ time and producing more meaningful results.

If your survey or data gathering is for the purpose of sharing the data outside of the e-list and/or involves greater than minimal risk to human subjects, please consult with FSPHP Research Committee on how to accomplish your needs. All research involving human subjects that meets the criteria set forth in [Federal Regulations](#) irrespective of funding and/or funding source must be reviewed by an IRB. No research activities involving human subjects may commence until an IRB has reviewed and approved the protocol and issued a written notice of approval. See FSPHP Research Guidelines on submitting a proposal in this regard, and/or consult with FSPHP Research Committee chair(s).

<https://www.fda.gov/regulatory-information/search-fda-guidance-documents/institutional-review-boards-frequently-asked-questions>

E-LIST INSTRUCTIONS

Instructions on how to manage your E-list subscription and preferences, how to send and reply to an E-list message, how to access past messages and how to see the list of E-list members are available on the [E-list Instructions](#), which are located on the FSPHP [Member Portal](#) page of the website.



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DISCLAIMER:

The FSPHP developed and sponsors these E-lists. E-lists are private and are for the exclusive use of FSPHP members. Postings to an E-list are confidential and should not be used for any unlawful purpose, political campaign, lobbying or other inappropriate activities.

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

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

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Revised- December 2020 by the FSPHP Publication Committee (authors), and FSPHP Public Policy Committee

APPROVED BY:

April 2021 by Publication Committee, Public Policy Committee and FSPHP Board of Directors