

E-NEWSLETTERS – BANDAGED BEAR BULLETIN AND SCH PULSE

POLICY® & PROCEDURE®

DOCUMENT SUMMARY/KEY POINTS

- The Bandaged Bear Bulletin (CHW) and SCH Pulse (SCH) are a weekly email communication to all staff of SCHN (site specific).
- Any staff member may submit an item to either e-newsletter via the intranet submission forms
 - [CHW](#)
 - [SCH](#)

CHANGE SUMMARY

- New SCHN policy.
- Replaces CHW policy: Bandaged Bear Bulletin - CHW

READ ACKNOWLEDGEMENT

- All SCHN staff should be aware of this policy.

Approved by:	SCHN Policy, Procedure and Guideline Committee	
Date Effective:	1 st April 2016	Review Period: 3 years
Team Leader:	Director	Area/Dept: Community Relations & Marketing

Purpose

The purpose of both e-newsletters is to keep all SCHN staff informed about site specific issues and events. Issues important to all Network staff are also communicated via the intranet, Network News etc.

The weekly emails provide headlines for each item linked to the full entry on the Hospital or Network intranet site. For ease of navigation, the items are divided into the following sections:

- This Week
- News and Updates
- Education
- Research
- Community
- Classifieds

Procedure

Any staff member may submit an item to their site specific e-newsletter.

All submissions are forwarded to the relevant Manager or Director for approval prior to publishing on the intranet site. Submissions are collated by the Public Relations Department on each site, usually on a Monday morning, who check the following:

1. That the items is of relevance to a significant portion of staff
2. That the item has been labelled with an appropriate heading – if not, it will be changed to reflect the style of the communication and the content.
3. The item has been placed under the appropriate heading, changing the items category is at the discretion of the Public Relations Department.
4. That the item does not advertise fundraising efforts that do not benefit CHW, SCH or SCHN, or if so, relevant Executive approval has been given.
5. That the item is of relevance to all staff across the Network, in which case high profile items may be promoted through other channels as well e.g. Network intranet, Chief Executive message, Network News

CHW Submissions:

CHW [Submissions forms](#) are found on the Forms intranet site Public Relations or via the 'CHW Staff Update' Quick Link on the intranet homepage

SCH Submissions:

SCH [Submission forms](#) are found via the SCHN intranet News and Updates Quick Link on the homepage, following the links to SCH Pulse

The Public Relations Department aims to make the e-newsletter as user-friendly and relevant to staff as possible. Any changes made to submitted items are done to improve and enhance communication to staff. The submitting authors will be notified of any major changes to their submission.

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