

PIO Distribution List Maintenance Procedure

Original Effective Date:
September 26, 2019

Review / Revision Date:

Health Promotion Procedure:
2019.09.001

Subject Matter Expert: Director of Health Promotion & Policy Integration; PIO **History:** ☒ New ☐ Revised ☐ Archived

Organizational Scope:

☒ Full Agency ☐ Administration ☐ Community & Environmental Health ☐ Health Services
☐ Health Promotion/Policy Integration

Frequency of Review:

☒ Annually ☐ Biennially ☐ 5 Years ☐ Other:

Location:

S-Drive: S: → Common → Policies, Plans & Procedures

Website: www.lucascountyhealth.com/employee-login/

Hardcopy: TLCHD Policies & Procedures Manual in HR Office

Archived Version(s):

Requisite Signatures

☒ Health Commissioner

Date

9/26/19

9-26-2019

☒ Director of Environmental Health & Community Services

Date

☒ Director of Health Promotion & Policy Integration

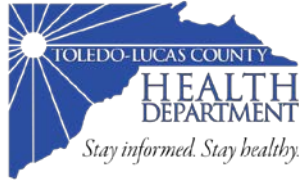
Date

9-26-2019

☒ Vacant

☒ Director of Nursing & Health Services

Date



PIO Distribution List Maintenance Procedure

I. Scope

This procedure applies to all staff that have been trained and identified to perform Public Information Officer duties on behalf of the Toledo-Lucas County Health Department.

II. Purpose

This procedure establishes guidelines for appropriate use and maintenance of TLCHD's PIO Distribution list.

III. Background

The PIO distribution list is utilized whenever a press release is disseminated on behalf of the Toledo-Lucas County Health Department.

IV. Accessing the PIO Distribution List

- A. Special access must be granted through the PIO and IT department to those who are outside the designation of director or supervisor.
- B. The pathway for access is:
 - 1. S:\Common\3. Agency Templates & Correspondence\3. Correspondence & Website Requests\PIO Distribution List

V. Utilizing List for dissemination of information

- A. The PIO Distribution list is housed in an excel document. To electronically transfer the addresses, highlight to select from the list of email addresses. Right click mouse to copy, then paste into the **BCC** portion of the outgoing email.

VI. Updating the list

- A. The PIO or PIO designee(s) will be responsible for reviewing and updating the list as applicable, at least on a quarterly basis, notating the modification date on the document.
- B. Special conditions that require immediate updates:
 - 1. If the sender receives an email bounce back
 - 2. Email is received stating a new contact is to be added/replaced to the list

VII. Maintenance

A. Review

1. The PIO Distribution List Maintenance standard operating procedure is to be reviewed annually to ensure compliance with both agency and accreditation standards.

B. Revision

1. All changes made to this SOP are to be noted on the **Record of Change**. Substantial changes will require renewed signatures from all applicable parties. This includes changes to the intent, scope, procedures, or policy statement.
2. Changes in style, format, grammar or minor error correction will not require renewed signatures but must be indicated on the Record of Change.

Record of Change

(Required for all procedures)

Date of Change	Changes Made By	Changes Made/Notes	Approved By