



Te Ao Māramatanga  
New Zealand College of Mental Health Nurses (Inc.)  
**Partnership, Voice, Excellence in Mental Health Nursing**

JH-Sept 2009

## COMMUNICATION POLICY

<b>INTRODUCTION</b>	Te Ao Māramatanga New Zealand College of Mental Health Nurses Inc strives to achieve excellence in access to effective communication, consultation and networking.
<b>ASSOCIATED DOCUMENTS</b>	Constitution Standards of Practice Practice Network Policy
<b>DEFINITIONS</b>	<p><u>National Committee</u> – Elected Te Ao Māramatanga committee members in New Zealand and includes elected roles of President, Kaiwhakahaere, Treasurer, Secretary and appointed role of Registrar (see constitution).</p> <p><u>NZCMHN</u> – Refers to Te Ao Māramatanga New Zealand College of Mental Health Nurses.</p> <p><u>Web Master</u> – A dedicated member of NZCMHN with specialty skills in electronic communication.</p>
<b>COMMUNICATION GUIDELINES</b>	<p>All communication within NZCMHN shall be professional and for the purposes of consultation, sharing information, and developing &amp; maintaining professional networks.</p> <p><b>INTERNAL COMMUNICATION</b> occurs between members via</p> <ul style="list-style-type: none"> <li>• National Committee</li> <li>• Branch Chairs</li> <li>• College Boards – Practice, Research, Education</li> <li>• Bulk email system (see below)</li> <li>• Practice Networks</li> <li>• Any sub group set up by NZCMHN</li> <li>• College Administrator (and Registrar when appointed) for membership operations</li> </ul> <p><b>EXTERNAL COMMUNICATION</b> occurs between NZCMHN and other agencies as required and for the purposes of</p>



Te Ao Māramatanga  
New Zealand College of Mental Health Nurses (Inc.)  
**Partnership, Voice, Excellence in Mental Health Nursing**

JH-Sept 2009

## COMMUNICATION POLICY

	<ul style="list-style-type: none"> <li>• Providing a professional voice within the socio-political New Zealand environment</li> <li>• Developing position statements on matters directly affecting mental health nursing in New Zealand</li> <li>• Consultation and collaboration with key government and non-government organisations</li> <li>• Supporting mental health nursing in areas of research, practice and education</li> <li>• Organising Te Ao Māramatanga NZCMHN conferences</li> </ul>
<b>COMMUNICATION STRATEGIES</b>	<ul style="list-style-type: none"> <li>• Email</li> <li>• Bulk email via website</li> <li>• Media Release</li> <li>• Mail out</li> </ul> <p>All external communication must be approved by the National Committee.</p>
<b>MEDIA RELEASE</b>	
<b>WEB MASTER</b>	<p>NZCMHN will appoint a web master who will assist the College with maintenance and any new developments of the website.</p> <p>The College Administrator will assist the Web Master as required.</p>
<b>PLACING DOCUMENTS ON WEBSITE</b>	<ol style="list-style-type: none"> <li>1. All members requiring information/documents to be placed on the website must approach the Web Master, College Administrator or a member of the National Committee.</li> <li>2. All documents/information will be screened by Web Master, College Administrator or National Committee. The following criteria will be considered prior to going onto the website. <ul style="list-style-type: none"> <li>• Relevant and up to date information.</li> <li>• Of interest to Mental Health nurses in New Zealand.</li> <li>• Is a position that is supported by NZCMHN.</li> </ul> </li> </ol>



Te Ao Maramatanga  
New Zealand College of Mental Health Nurses (Inc.)  
Partnership, Voice, Excellence in Mental Health Nursing

JH-Sept 2009

## COMMUNICATION POLICY

	<ul style="list-style-type: none"> <li>• Is not prejudicial to the good reputation of NZCMHN.</li> </ul>
<b>WEB MAINTENANCE</b>	<ol style="list-style-type: none"> <li>3. The Web Master will keep the web site up to date with relevant information as required.</li> <li>4. Documents that are placed on the website (in particular News and Events) should where all possible have a <i>delete or archive date</i> completed.</li> </ol>
<b>BULK EMAIL TO MEMBERSHIP</b>	<ol style="list-style-type: none"> <li>5. A bulk email system is accessed via the website <a href="http://www.nzcmhn.org.nz">www.nzcmhn.org.nz</a>. Authorisation is given to National Committee members only.</li> <li>6. When attaching documents to bulk emailer ensure they are saved to your files with no spaces, ampersands or unusual characters. The bulk email system requires the saved documents to be <b>plain text only</b> with no spaces between words.</li> <li>7. See number 2 above: furthermore consideration must be given to the amount of information NZCMHN send out to all members. Information on bulk email must be of a priority nature.</li> </ol>
<b>GENERAL PRINCIPLES</b>	All letterhead and logo designs will be used for all communication.