



Social Work Oncology Network (SWON) Netiquette Guidelines

The Social Work Oncology Network (SWON) listserv is designed to enhance communications between members of AOSW. SWON participation is restricted to members of AOSW.

SWON is a moderated discussion list, with a primary focus of oncology social work practice. Members can post case inquiries for group discussion, share or request resources, ask for assistance with issues related to OSW practice, seek professional support, and generally communicate about social work and oncology issues.

Moderators: The SWON Moderators are Debbie Carey and Kristey Walker. Their role includes posting approved education and research content as well as monitoring the SWON listserv for compliance with the following Netiquette Guidelines. If you have any questions about SWON, please contact the moderators at swonmoderator@aosw.org.

Confidentiality

Information posted on SWON is considered confidential. It is intended for private use of the subscribers and may not be posted elsewhere on the web or distributed by any other means, for any reason, without the explicit permission of the sender/writer.

- In addition, postings to SWON and social media listings should refrain from including confidential information (i.e., medical history, records, etc.) related to members, patients, family members, and all other personal entities. SWON administration will remove any postings that breach this confidentiality.
- Maintain **confidentiality** of SWON listserv members' posts and be careful about disclosing patient details as this may violate a patient's confidentiality.
- SWON posts **cannot be sent or forwarded to non-members**. If the content is something you want to share, retype or copy relevant material removing identifiers related to SWON or members.
- Requests for **personal assistance** and posting of **personal information** or **requests for family members, friends or colleagues** is not allowed on SWON. This includes **medical information**.

SWON Archive

SWON posts and discussions are archived and can be searched to see if a question has been asked and answered before. Use the Search bar to find previous posts.

Tact and Courtesy

- Please keep all communication **professional** and **courteous** and remember that when you hit "send," your email will **Reply to Group** and be circulated to over 1,000 colleagues worldwide. Please use the **Reply to Sender** option when you want to reach the Sender privately.
- Please remember that fellow SWONers typically communicate with positive regard. Therefore, it is best to **assume positive intent** when interpreting an email. Emails do not readily convey facial expressions, voice tone and body language.
- Please email the SWON Moderator at swonmoderator@aosw.org if you feel that a colleague is not following proper SWON netiquette, rather than publicly chastising or policing the issue yourself.
- Remember that the moderators are volunteers and have full-time jobs, attend meetings and serve on committees, so there may be a short delay before a response is received.
- If information in a SWON post appears to be inaccurate or incomplete, the moderators' reply will be as **tactful** as possible. (The intention is never to publicly embarrass anyone).

Subject and Signature Lines

- Please create a **new discussion thread** when introducing a new topic or subject. Changing the email subject line in a reply does not retain the change when it is posted to the whole group or to an individual. Creating a new post with a new subject line makes it easier for members to follow the thread and later search by topic in the SWON archives.
- Please refrain from sending "Me too" or "**I need that information too**" messages to the whole listserv. Instead, please send such brief and non-informational replies to the sender individually using the **Reply to Sender** tab.
- Please include your **signature block** in every post. This should include (at a minimum) first and last name, institution with which you are affiliated (if appropriate), city, state and country (if not in the U.S.).

Job, Educational Offerings, and Research Postings

- Please email AOSW Communications Director Jeanice Hansen (at jeaniceahansen@gmail.com) for review and approval before posting any **educational/conference announcements**. Specific details regarding the program will be requested at that time. AOSW SWON Moderators will post all approved education announcements.
- **Marketing** one's own services or products for financial gain is not condoned, unless it is specifically requested by another member first. Please contact the AOSW Communications Director at jeaniceahansen@gmail.com if you would like additional information about this.
- **Job postings** are not permitted on SWON. Employers and job seekers may utilize the AOSW Career Center at oswcareers.aosw.org (a fee-for-service to post the announcement). Another option is to contact your AOSW State Representative on

the AOSW Website at aosw.org/about-aosw/state-representatives/ to email job announcements to members in their own state.

- All posts about **research opportunities and surveys** must be approved prior to posting. These requests can be submitted using this form (tinyurl.com/tr54d8xn) for review by the Research Committee. If approved, it will be posted by our SWON moderators.

Policy for Use of SWON for Research

SWON is an AOSW member benefit designed to facilitate member communication. It can be used to announce research studies using the following criteria and procedures:

- The researcher must be a member of AOSW or sponsored by a member who is knowledgeable about the research;
- The announcement only (not data collection) can be done on SWON;
- The study will be announced on no more than two occasions;
- The study must be approved by the Research Committee chair to determine that it is relevant to oncology social work and have been reviewed for both scientific merit and protection of human subjects (i.e. IRB approval);
- The Research Committee chair will notify the Communications Director when the study announcement has been approved to post on SWON;
- It will be suggested to the researcher that they submit an abstract for presentation of findings at the AOSW Annual Conference and acknowledge the cooperation of AOSW.

Marketing

- Unsolicited marketing of services or products for financial benefit is prohibited on SWON. Exceptions can be made at the discretion of the Communications Director.

Finding AOSW Members

- To locate an AOSW colleague, please check the AOSW Member Directory (<https://portal2.aosw.org/memberdirectory>) before sending a message out on SWON. The directory allows a search by name, geographical area or institution. However, please be aware that some members may have elected not to have their information posted in this directory.