

## TAHSNews – Criteria for submission

### 1.0 SUMMARY

The Toronto Academic Hospital Science Network (TAHSN) Secretariat sends a monthly, network-wide newsletter as a platform to share updates and news from TAHSN organizations with the entire TAHSN community. Content can include events, reports, leadership changes and hospital news, especially those that involve collaboration between TAHSN organizations.

### 2.0 HIGH-LEVEL GUIDELINES & CRITERIA FOR CONTENT THAT'S SHARED IN THE TAHSNEWS NEWSLETTER

- Content applies to and focuses on [TAHSN member organizations](#)
- Content is relevant to TAHSN's academic mission of quality care, education and innovative research and the current [TAHSN Strategy](#)
- If there's an action item outlined in the content, the deadline is at least 3 business days away from the date of the newsletter

### 2.1 NEWS & UPDATES

- Submission is timely and relevant (announced in the last 30 days or so)
- Submission applies to more than one TAHSN organization (e.g. a partnership between TAHSN organizations, a research study or system-update that impacts more than one TAHSN organization, a new resource that can be accessed by more than one TAHSN organization etc.)

### 2.2 LEADERSHIP CHANGES

- Applies only to executive leaders across TAHSN (vice-presidents, senior academic leaders, and above)
- Can be organization-specific

### 2.3 EVENTS

- Event can be open to a specific group across TAHSN (e.g. only nurses, only researchers) but must be open to all TAHSN organizations

### 2.4 REPORTS

- Includes annual reports and any reports on [priority areas](#) (e.g. anti-racism, sustainability, etc.)
- Can be organization-specific

### 2.5 NEW TAHSN GUIDELINES

- TAHSN-wide guidelines or policy that have been reviewed and approved by TAHSN committees and the TAHSN Secretariat, and posted publicly to [the TAHSN webpage](#)

### 2.6 IN CASE YOU MISSED IT

- Same criteria for '2.1 News and Updates' but includes content that was missed in the previous newsletter (announced in the last 60 days or so)