



# AAOHN Practice Exchanges Community and Forum Rules

*AAOHN Practice Exchanges Rules and Discussion Forum Etiquette apply to all facets of AAOHN online communities and discussion forums, including but not limited to the New OHNs, APRN, and Safety and Environmental Practice Exchanges, Practice Exchanges quarterly meetings, Discussion Forums (Forums) and Practice Exchanges Resource Libraries.*

## AAOHN Practice Exchanges Access & Release Agreement

Welcome to the American Association of Occupational Health Nurses (AAOHN) Practice Exchanges. The Practice Exchanges are presented by AAOHN for the purpose of providing a peer- to-peer space for the discussion of issues relating to the practice of occupational and environmental health nursing within the provided Practice Exchanges topics. It is the policy of AAOHN to allow any AAOHN member to participate in the Practice Exchanges and related Forums after submitting a join request to one or more Practice Exchanges. Information on how to join Practice Exchanges is presented to AAOHN members in the How to Guide.

As a condition of initial and continuing access to the Forums, AAOHN requires all participants to accept and adhere to the terms of this Agreement. This Agreement governs your participation in the Practice Exchanges and use of the Forums and related communication channels. Please read the entirety of this Agreement carefully. The terms, conditions and rules set forth in this Agreement apply to all members of the Practice Exchanges.

## AAOHN Rules

Forum participants must adhere to the following rules:

1. AAOHN has made the Practice Exchanges available to participants for the purposes of providing a peer-to-peer space for the discussion of issues relating to the practice of occupational and environmental health nursing within the provided topics. Other uses are prohibited.
2. AAOHN is making these Practice Exchanges available to participants solely as a service. AAOHN is not undertaking to render medical advice. Practice Exchanges participants must rely solely on their own judgment with respect to all issues regarding or involving occupational and environmental health or otherwise involving the practice of medicine or workplace health and safety. AAOHN does not approve or endorse any specific practices that may be mentioned in the Practice Exchanges Forums, meetings, or

# AAOHN PRACTICE EXCHANGES



other communications. AAOHN makes no representations or warranties regarding the experience of, qualifications of, or information provided by Practice Exchanges participants or otherwise provided using the Forums or other methods of communication.

3. Users must comply at all times with the Standards for Privacy of Individually Identifiable Health Information (Privacy Rule) established by the United States Department of Health and Human Services to implement the requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Information posted on the Forums will not be treated as confidential and, therefore, should not identify any patient by name or other identifying features, characteristics, or any other individually identifiable Patient Health Information, as defined under the Privacy Rule. In fact, since any information posted on the Practice exchanges may be downloaded, reproduced, and disseminated without the knowledge of user(s), users must use extreme care when posting or sending such information.

4. Users acknowledge and agree that they (i) will not have any copyright or other property rights in or to information that they (or others) post, write or otherwise communicate in the Practice Exchanges Forums, meetings and other communications; (ii) specifically waive any such property rights; and (iii) hereby grant all users a license to use (including the right to publish) all information posted by them through the Practice Exchanges.

5. Users are prohibited from using the Practice Exchanges to communicate about prices or terms of service, to exchange practice management or any other proprietary information, or otherwise communicate in a manner that may violate federal or state antitrust laws.

6. Discussion topics are not to be relied on as specific medical advice, and such responses are not intended to constitute practice guidelines or advice. Users should exercise both common sense and courtesy in the messages they transmit within the Practice Exchanges and may not use the Practice Exchanges to transmit defamatory, obscene, and otherwise offensive communications, or to engage in personal attacks. Derogatory comments connected to race, religion, social class, ethnicity, national origin, gender, gender identity, sexual orientation, or disability, or any other comments derogatory in nature are prohibited.

7. Users may not post or distribute files, articles, or other information subject to trademark, copyright, or other proprietary rights, except with the express consent of the owner. Users are prohibited from posting commercial messages or promotions, advertising, or selling goods or services. Users must respect the security of the Practice Exchanges and may not attempt to gain access or provide access to areas private to AAOHN or the Practice Exchanges' members.

8. Users are prohibited from using the Practice Exchanges for any purpose that may be illegal. For example, the Practice Exchanges may not be used to solicit or disseminate information having to do with, or to conduct any activity relating to, illegal drugs, pornography, gambling, spreading computer viruses, software infringement, trafficking in credit card codes, price fixing, illegal boycotts, or other crimes.

# AAOHN PRACTICE EXCHANGES



9. The Practice exchange may not be used in a manner that violates applicable federal, state, or local laws, the AAOHN Bylaws or any other policies, procedures, rules, or regulations of AAOHN.

AAOHN reserves the right to terminate access to the Practice Exchanges for any user who does not abide by the terms of this agreement. The Practice Exchanges are provided by AAOHN for educational and informational purposes only.

AAOHN reserves the right, in its sole discretion, to (i) remove any postings or other content that is not consistent with this Agreement or otherwise not in the best interests of AAOHN; and (ii) suspend or terminate access to the Practice Exchanges for violations of this Agreement or for otherwise acting in a manner contrary to the interests of AAOHN.

## Discussion Forums Etiquette

1. Posts should be focused on issues directly related to the occupational and environmental health field. Please use the many alternative venues that exist for other types of content and discussions.
2. State concisely and clearly the topic of your post in the subject line. This allows members to respond more appropriately and makes it easier for members to search the archives by subject.
3. Allow others to have their say and to share different points of view.
4. If you disagree with a point of view, do so respectfully. Don't attack or mock others.

Repeated targeting of a peer with differing views is not permitted.

5. Repeated posts containing the same or similar information – either within the same discussion or across different discussion threads – are not permitted. Post should advance the conversation.
6. Send messages such as "thanks for the information" or "me, too" to individuals, not to the entire list. Do this by using the "Reply to Sender" link.
7. Do not send administrative messages, such as "remove me from the forum," to the group. Instead, contact [info@aaohn.org](mailto:info@aaohn.org) to request assistance with a change of your settings or to remove you from a Forum. If you are changing email addresses, you do not need to remove yourself from the list and rejoin under your new email address. Simply change your email in your member profile. If you run into issues when updating your settings, email address, etc., please reach out to AAOHN's National Office at [info@aaohn.org](mailto:info@aaohn.org).

## Disclaimer

The views expressed within the Practice Exchanges are those of the individual contributors. They do not and should not be construed as representing the views of AAOHN. AAOHN makes no warranty, guarantee, or representation as to the accuracy or sufficiency of the information posted on the Practice Exchanges Forums or otherwise communicated, whether posted by AAOHN or any third party, and AAOHN assumes no responsibility or liability regarding the use or misuse of such information for any

# AAOHN PRACTICE EXCHANGES



purpose. AAOHN disclaims any responsibility to maintain copies of any information posted on the Practice Exchanges Forums or to assure that such information is deleted. Unless specifically stated otherwise, AAOHN does not endorse, approve, recommend, or certify any information, advice, guidance, product, process, service or organization presented or mentioned on the Practice Exchanges, and information from the Practice Exchanges should not be referenced in any way to imply such approval or endorsement. **NEVERTHELESS, AAOHN RETAINS THE RIGHT TO MONITOR POSTED INFORMATION AND REMOVE MESSAGES OR MATERIALS THAT IT BELIEVES DO NOT COMPLY WITH THE TERMS OF THIS AGREEMENT OR ARE NOT IN THE BEST INTERESTS OF AAOHN.**

## Release

This Agreement includes a release, waiver, discharge, and covenant not to sue (collectively, Release), made voluntarily by you, on your own behalf, and on behalf of your heirs, executors, administrators, legal representatives, and assigns (collectively, Releasor or you) to AAOHN. As the Releasor, you fully recognize that AAOHN does not require you to participate in or utilize the Practice Exchanges.

With informed consent, and for valuable consideration received, including access to the Practice Exchanges, as the Releasor, you agree to assume and take on yourself all of the risks and responsibilities in any way arising from or associated with the Practice Exchanges and any materials, information, guidance, or advice contained in or posted on or to the Practice Exchanges, and you release AAOHN and its affiliates, members, committees, board, officers, directors, legal representatives, employees, agents, administrators, assigns, and contractors (collectively, Releasees), from any and all claims, demands, suits, judgments, damages, actions, and liabilities of every name and nature whatsoever, whenever occurring, whether known or unknown, contingent or fixed, at law or in equity, that you may suffer at any time arising from or in connection with the Practice Exchanges, your acts or omissions, or information you transmit in connection with your participation in an use of the Practice Exchanges, and the materials, information, guidance, or advice contained on the Practice Exchanges, including any injury or harm to others (collectively, Liabilities), and you agree to defend, indemnify, and hold Releasees harmless from and against any and all Liabilities. As the Releasor, you recognize that this Release means that you are giving up, among other things, all rights to sue Releasees for injuries, damages, or losses that you may incur. You also understand that this Release binds your heirs, executors, administrators, legal representatives, and assigns, as well as yourself.

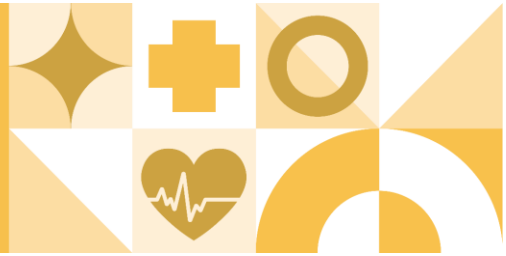
## Amendments

AAOHN reserves the right to modify or change the terms of this Agreement as it determines from time to time in the best interests of AAOHN. Use of the Practice exchange constitutes the user's continuing agreement to abide by this Agreement, as it is amended from time to time.

## Acceptance of Access & Release Agreement

By joining an AAOHN Practice Exchange, you (i) represent and warrant that you have read this entire Agreement, including, without limitation, the terms of the Release set forth above; (ii) fully understand

# AAOHN PRACTICE EXCHANGES



the terms of this Agreement (including, without limitation, the Release included herein) and acknowledge that you have had the opportunity to review this Agreement (including, without limitation, the terms of the Release) and (iii) agree to abide by the terms of this Agreement.

**Effective Date: September 11, 2025**

American Association of Occupational Health Nurses National Office (AAOHN)

330 North Wabash Avenue, Suite 2000, Chicago, IL 60611

312.321.5173 | [info@aaohn.org](mailto:info@aaohn.org)