

4.4D SOP FOR Z-CAN PROVIDER NEWSLETTER

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Overview

Staff should distribute the Z-CAN Update newsletter every two weeks, preferably on a Monday. There should be one main point of contact (POC) that ensures the newsletter is moving along the process.

Process for development and distribution

1. Two weeks in advance, the POC compiles the next newsletter content in English in a Word document and saves it in the appropriate folder:
 - a. A running list of topics that are needed should be compiled and organized for future use.
 - b. A running list of “Z-CAN Tips of the Week” should be compiled and organized for future use.
 - iii. Reach out to the rotating group of clinicians to add OB/GYN topics to this running list for use in future updates.
 - iv. Make sure to note the topics we’ve already used and in which update.
 - c. If individual team members have expressed the need to include certain topics, have them supply the content-specific language.
2. Send the Word document of the newsletter content in English for review by appropriate team members, especially those who have supplied content.
3. Once the final English content is approved, send the Word document version to the Z-CAN Puerto Rico POC team member for translation no later than the Monday a week before distribution. At the same time, send the content to the Medical Director for development of the introduction (should be done in Spanish).
 - a. The Z-CAN PR team will require at least 3 business days to translate and review.
 - b. The Z-CAN PR POC for translation will coordinate Spanish-language review by other team members.
4. Once the Z-CAN PR team has translated the Word document and returned it to the main POC, the main POC will enter the content and introduction by the Medical Director into the Z-CAN Update template.
5. The data manager will update the “Uptake Numbers” from the latest weekly report before distribution.
6. Once the template has been updated with the final content in Spanish, latest numbers and Medical Director welcome, save it with the appropriate name in the Update-specific folder on the shared drive.
7. Send the final template to the Z-CAN PR team POC and info@zcanpr.org for distribution no later than the Friday before the Monday of distribution.
8. If the contact lists need to be updated, send the updated Z-CAN Newsletter distribution list.CSV file here: [and](#) send the list to the Z-CAN PR team POC for distribution that Friday as well.
 - a. The POC for distribution will have to import the .CSV file into the info@zcanpr.org webmail platform and delete the old list.