

**KCMC
KILIMANJARO CHRISTIAN MEDICAL CENTER
STANDARD OPERATING PROCEDURES**

Title: KCMC/Duke International Communications	Policy #: 1.08
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PURPOSE: To establish the process for international communications between KCMC and Duke University Medical Center's Adult and Pediatric ID Clinics.

POLICY: The data manager will be educated and trained to understand the proper methods of international communications between KCMC and Duke University Medical Center.

RESPONSIBILITY: Data Manager

PROCEDURE:

1. The KCMC data manager communicates with fellow workers at Duke University Medical Center's Adult and Pediatric ID Clinics informally by email, fax, and telephone as well as by scheduled telephone conference calls for purpose of team building, information sharing, education, and problem solving.
2. The data manager will read and understand the pertinent definitions listed in this policy and procedure.

DEFINITIONS:

KCMC: Kilimanjaro Christian Medical Center