

# Online networking forum

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## For practice managers and practice nurses

**Eastern Melbourne PHN (EMPHN) is able to support practice staff more effectively by providing an online networking forum for practice managers and nurses to network. The Basecamp™ platform operates as a forum for discussion including additional features such as document posting with an EMPHN General Practice Improvement and Integration Officer responsible for facilitating and moderating the discussion.**

### Benefits for users

The real-time discussion gives practice managers and nurses a sense of community and the opportunity to participate in open, honest and constructive exchange without leaving their workplaces. All forum members can participate at the level of their choice and are notified by email of new posts. Practices of varying size, demographics and specialisation are represented in the one space. Members can ask questions and receive quick responses from colleagues who have both similar and contrasting experiences.

### Access

Access to this forum is via registration. There is no cost to participate in this forum. Once registered you can log on from any work station, mobile device or tablet by using your username and password which you set. Participation requires adherence to guidelines and terms of use.

An email is sent to notify you when a new discussion or comment has been posted. You then have the opportunity to contribute to the discussion. Information posted remains available for future reference and can be viewed by all users.

### Browser requirements

Basecamp is built on the features found in modern browsers. You will need one of the browsers below:

- Internet Explorer 9+
- Google Chrome – latest version
- Mozilla Firefox- latest version
- Apple Safari 5+
- Apple iOS 8
- Android Version 4

## Registration

To be part of this exciting networking forum, please contact:

Practice manager forum - Koula Totsidis [koula.totsidis@emphn.org.au](mailto:koula.totsidis@emphn.org.au)

Practice nurse forum - Hayley Compton [hayley.compton@emphn.org.au](mailto:hayley.compton@emphn.org.au)

## Participation guidelines and terms of use

Welcome to the online discussion space for Eastern Melbourne PHN (EMPHN). We encourage you to respond and contribute to the discussions hosted here. However, we do ask that by becoming a member and taking part you adhere to the following guidelines for participation.

1. **Be polite, courteous and respectful of others.** Constructive criticism can be very useful but there's no need to make people feel uncomfortable or post comments that are likely to offend.
2. **Check your facts.** If you are unsure if what you are writing is the truth, please don't represent it as such. And if it's just your opinion, make sure that you say so.
3. **Don't post copyrighted content without permission.** Only post content if you have the right to do so.
4. **Give credit where credit is due.** If you are talking about someone else's ideas, make sure you credit them.
5. **Only post relevant links.** Always check that your links are to legitimate websites and are appropriate to the discussion.
6. **Don't post obscene, racist, hateful, or objectionable content.** If you do we'll remove it. But what's worse, we might remove you from the conversation all together.
7. **Private means private.** Do not reveal personal, private or identifiable information (e.g. tattoo/s, appearance, and culture/ethnicity) about yourself or others, this includes patient details.
8. **You may not like everything you see.** Everyone participates differently and you may sometimes see things you don't like. You are welcome to disagree with others provided your tone is respectful. If you have a strong issue with any content that has been posted, please contact us.
9. **Be understanding.** Everyone has different ideas/views. Be open to hear these differences and respond constructively.
10. **Don't expect members to read between the lines.** It's sometimes hard to express subtleties in writing. Remember that other readers might not perceive the intended tone of your writing and take offense. So try to keep it simple and to the point.
11. **No advertising of services.** This includes those within and external to your practice.
12. **No advertising of events.** If you have knowledge of a professional development opportunity which will benefit your peers, please email your moderator who will consider the request for inclusion in the EMPHN's GP Bulletin. This will allow information to reach a greater share of practices.
13. **Employment/ vacancies:** all advertising for positions and vacancies to be done directly through the EMPHN website. <https://www.emphn.org.au/news-events/local-gp-vacancies/list-a-job-vacancy>
14. **Industrial relations:** Discussions regarding awards, contracts/ agreements and wage rates/ pay levels MUST NOT be discussed in this forum. For any Industrial Relations concerns contact Fair Work Commission <https://www.fwc.gov.au/>

## Terms of Use

Whilst every effort has been made to ensure that the information posted in the networking online forum is accurate, it does not constitute any form of advice, recommendation, representation, or endorsement by EMPHN. The information presented is considered reliable but is subject to change at any time without notice.

By participating in this forum, you agree that EMPHN will not be liable for any direct, indirect or consequential loss arising from the use of the information and material contained within the site or from your access of other material on the internet via web links from this site.

The copyright in the material contained in this website belongs to EMPHN. Documents posted for review should not be shared outside of this space unless otherwise indicated. Images, pictures, videos, logos and graphics on this site are protected by copyright and may not be reproduced or appropriated in any manner without written permission of their respective owner(s). Access to this forum is by invitation only. As such we ask that you do not extend that invitation or allow others to use and access the forum with your login.

### FOR MORE INFORMATION

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