

Online networking forum

For practice managers and practice nurses

Eastern Melbourne PHN (EMPHN) is able to support practice nurses and practice managers working in primary care within the EMPHN catchment, by providing an online networking forum.

The Basecamp platform operates as a forum for discussion including additional features such as document posting. A group of EMPHN officers are responsible for facilitating and moderating the discussion according to the participation guidelines.

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 notification is sent to you when a new discussion or comment has been posted. You then have the opportunity to contribute to the discussion.

Please note that all Basecamp notifications will show the names/email addresses of the users who have been included in the notification. This information is not to be used for any other purpose other than communication on the forum.

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 or **Denise Jones** denise.jones@emphn.org.au **Practice Nurse forum – Suzanne Gibson:** suzanne.gibson@emphn.org.au or **Stephanie Lenko** stephanie.lenko@emphn.org.au

FOR MORE INFORMATION

18-20 Prospect Street
(PO Box 610) Box Hill, Vic 3128

Phone 9046 0300
www.emphn.org.au

Updated 14 August 2017

phn
EASTERN MELBOURNE

An Australian Government Initiative

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. Advertising employment vacancies:** As a supplement to advertising employment vacancies on the EMPHN website <https://www.emphn.org.au/news-events/local-gp-vacancies> . Conversations related to the advertisement must occur off-line in addition to discussion of wages/salary.
- 2. 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/>
- 3. No announcement of prices/fees for goods and services.** This platform is NOT to be used to share prices or fees charged for goods and services that are provided to your clients. <https://www.accc.gov.au/business/anti-competitive-behaviour/cartels/price-fixing>
- 4. 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.
- 5. No advertising of services.** This includes those within and external to your practice.
- 6. Advertising of events.** If you have knowledge of events or professional development opportunities which will benefit your peers, please email your moderator who will consider the request for inclusion in the EMPHN's bulletin. This will allow information to reach a greater share of practices.
- 7. Be polite, courteous, understanding 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.
- 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 your moderator.
- 9. 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 and take offense. Please keep comments simple and to the point.
- 10. Give credit where credit is due.** If you are talking about someone else's ideas, make sure you credit them.
- 11. Don't post obscene, racist, hateful, or objectionable content.** If you do, it will be removed. You may also be removed from the conversation all together.
- 12. 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. Always check that your links are to legitimate websites and are appropriate to the discussion.
- 13. Don't post copyrighted content without permission.** Only post content if you have the right to do so.
- 14. Opportunities:** EMPHN as the moderator may post opportunities for practices to participate in programs or projects that represent a significant benefit to general practice. These opportunities will also be disseminated via other forms of communication e.g. EMPHN bulletin to ensure optimal reach. Should you come across a program or project opportunity you would like to share, please contact your moderator who will consider the opportunity for inclusion on Basecamp and/or the EMPHN bulletin.

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.