

HEALTH PROFESSIONALS NETWORK

TERMS OF REFERENCE

Background

The Health Professionals Network (HPN) is a community of health professionals who provide care to people who have asthma or allergies and want to help improve the resources and services of the National Asthma Council Australia (NAC).

The NAC recognises the importance of considering the experiences of stakeholders when planning changes to health services or resources. Community involvement helps improve the understanding and effectiveness of asthma care in Australia for both the community and health professionals.

The HPN allows the NAC to consult the professional community for input and feedback to ensure their perspectives are included throughout NAC's work.

Purpose

The role of the HPN is to provide a platform for engagement between stakeholders and the NAC. It encourages asthma care providers to contribute expertise and advice to ensure the work of the NAC is relevant, accurate and impactful.

The HPN's main functions are:

- To improve health professional consultation across NAC initiatives.
- To gather practical expertise and advice on asthma matters from the health professional perspective.
- To help identify gaps and opportunities in asthma resources and services.
- To provide an engagement platform for health professionals with a special interest in asthma and allergy.

Procedures

- The HPN will be consulted for advice and assistance in the planning, delivery and/or evaluation of NAC projects, services and resources.
- By registering, members give permission for the NAC to email them when engagement opportunities are available.
- There is no obligation for HPN members to participate in any of the engagement opportunities; members may participate in as many or as few opportunities as they wish.
- HPN members will provide information that is true and accurate of their experience.
- The NAC will inform the HPN of the outcome of engagement opportunities.
- Feedback collected in engagement opportunities will be considered by the NAC, however there is no guarantee that it will be implemented.

Privacy

The NAC will ensure that members' personal information remains confidential and is only used by authorised staff for appropriate purposes. The full NAC Privacy Policy can be viewed at www.nationalasthma.org.au/privacy.

The NAC will ensure data collected during engagement opportunities is de-identified prior to any publication. In circumstances where identification of data is appropriate, the NAC will only do so if permission is explicitly granted by affected members.

Membership

Members of the HPN are health professionals who have an interest in asthma care in Australia. Membership is open to people working in the Australian health care system and providing services to people with asthma or allergies. Registration is via the online form at nationalasthma.org.au/health-professionals/hp-network

Conflict of interest

People who meet the membership criteria but who have a conflict of interest are still welcome to join the HPN, however these members must declare their conflict of interest in writing to communications@nationalasthma.org.au and must contribute to the HPN as an individual and not as a representative for any third party.

A conflict of interest can occur when a member has a relationship with any entity that could improperly influence, or be seen to influence, their decisions or involvement in the HPN.

Conflicts can be actual, potential or perceived and can be financial or non-financial in nature.

Examples of conflicts of interest for the HPN include, but are not limited to, working for a pharmaceutical company, knowingly holding shares in the tobacco industry, or being otherwise affiliated with a group or organisation that may benefit financially from a member's involvement in the HPN.

Some conflicts of interest may result in the member's involvement in engagement opportunities being restricted or excluded.

Expense reimbursement

Most engagement opportunities will be online but some may require in-person attendance.

Members may be entitled to reimbursement of reasonable travel and other expenses incurred for an in-person HPN event.

The NAC will notify members if reimbursement is available for an engagement opportunity.

Reporting

The NAC Communications Manager will report via the CEO to the NAC Board of Directors on behalf of the Network.