Expression of Interest

Primary Clinical Care Manual 11th Edition Editorial Committee

Rural and Remote Health Consumer Representation

Closing date: Thursday 20 February 2020

**The** **Rural and Remote Clinical Support Unit (RRCSU) is inviting two health consumer representatives to participate on Primary Clinical Care Manual 11th Edition Editorial Committee.**

Rural and Remote Clinical Support Unit (RRCSU)

The RRCSU, a part of Queensland Health, located in Cairns, was formed in 2012 as a part of the implementation of the *Hospital & Health Boards Act 2011*. The mandate of the unit is to provide support services to the four rural Hospital and Health Services (HHS) (those being: Torres and Cape, North West, Central West, and South West HHSs). The RRCSU is funded from the Queensland state-wide funding pool and is hosted by Torres and Cape Hospital and Health Service (TCHHS). Under the TCHHS Service Agreement the RRCSU may provide support and services more broadly than these four HHSs.

The unit currently provides a suite of clinical resources (the Primary Clinical Care Manual, PCCM, the Chronic Conditions Manual, CCM and the Rural and Remote Emergency Services Standardisation Guidelines, RRESSG) for use across a broad range of clinicians in rural, remote and austere settings. The unit also provides blended and online training, clinical credentialing, credentialing audit, medical employment support services, IT support services, graphic design and special projects.

Other clients of the RRCSU include; Children’s Hospital Queensland, Central Queensland HHS, Not-for-profits across the country including, but not limited to; Gidgee Healing and Apunipima Cape York Health Council, all branches of the Defence Forces, and the Department of Health and Human Services in Victoria. Support is available to these services on a user pays basis.

The Primary Clinical Care Manual (PCCM)

The PCCM is a clinical resource that provides authorisations and guidance to clinicians when delivering primary health care. A wide range of clinicians use the manual. The PCCM contains abbreviated clinical guidelines and protocols to support the delivery of best practice care. These authorisations and guidelines relate to use of the PCCM in rural, remote and austere settings.

Clinicians authorised to use the manual include; Medics, Nurse Practitioners, Medical Officers, Registered Nurses, Advanced Practice Nurses, Aboriginal and Torres Strait Islander Health Practitioners (ATSIHP) and Indigenous Health Workers (IHW). The manual is used by numerous organisations across Queensland, in rural and remote Victoria, and all branches of the Australian Defence Force.

The PCCM Editorial Committee

The role of the PCCM Editorial Committee is to:

* Confirm that proposed PCCM content aligns to the needs and expectations of consumers and clinicians in rural and remote primary care and austere settings
* Confirm that proposed PCCM content is appropriate for use in rural, remote and austere settings
* Confirm that PCCM content is presented in a form that is easily referenced, useful and usable
* Confirm that proposed PCCM content is suitable for use by Aboriginal and Torres Strait Islander Health Practitioners, Authorised Indigenous Health Workers, Registered Nurses, Advanced Practice Nurses, Nurse Practitioners, Midwives, Medical Practitioners and Defense Force Medics
* Confirm that PCCM content is ready for governing body authorisation and publication

Scope

Work has commenced on the 11th edition of the PCCM which is due for publication in 2021. The Rural and Remote Clinical Support Unit (RRCSU) is looking for health consumers who have insight into rural and remote health care, to participate as an Editorial Committee member. The term of the committee will be for two years only.

Role of the consumer

The RRCSU is seeking two consumers/carers to be part of the Editorial Committee. The committee members will have experience or insight in rural, remote and austere healthcare, to provide consumer perspective and advice on consumer, carer and community views. It is preferable that the consumers live in regional, rural or remote settings.

Requirements

A commitment to meeting preparation and attendance for the duration of the 11th edition production is expected, with two hourly meetings to occur each fortnight. It is expected that committee representatives will review papers in advance of each meeting.

Time and location

Meetings will be for two hours fortnightly with the first meeting scheduled for Tuesday 11th February 2020 from 2pm-4pm.

Personal attendance is not required. Remote committee members will be able to attend via teleconference or video conference. Connection details will be communicated one week prior to the meetings with confirmation of meeting room location, agenda and any additional reading materials.

Remuneration and Support

The nominated representative will be remunerated per the Torres and Cape Hospital and Health Service procedure guideline; [Consumer representative recruitment for remunerated non-board committees](https://qheps.health.qld.gov.au/__data/assets/pdf_file/0012/341301/procedure-0488.pdf)

Should you have any further questions, please feel free to contact Julie Hale, Executive Director, Rural and Remote Clinical Support Unit on (07) 4226 3035 or email; [RRCSU-Exec-Director@health.qld.gov.au](mailto:RRCSU-Exec-Director@health.qld.gov.au).

How to apply

**Please complete this consumer application form and return to**[**consumer@hcq.org.au**](mailto:consumer@hcq.org.au) **by Thursday, 20 February 2020.**

For assistance please contact Health Consumers Queensland via [consumer@hcq.org.au](mailto:consumer@hcq.org.au) or by phone on 07 3012 9090.

**Consumer Application Form** **Rural and Remote Health Consumer Representation**

Full name:

Preferred phone number:

Email:

Postal address:

Postcode:

* By completing this application, I consent for my details to be added to the Health Consumers Queensland network database YES | NO
* I would like to receive email updates from Health Consumers Queensland YES | NO
* Are you happy for Health Consumers Queensland to share this form with Queensland Health as part of the process for this application? YES | NO
* Would you like us to retain this application for future vacancies? *(Applications not retained are destroyed once the application process is complete.)* YES | NO

Please highlight any group you identify as being a part of:

* Living with a disability/chronic condition
* Caring for someone with a disability
* Physically isolated or transport disadvantaged
* Culturally or linguistically diverse
* From a non-English speaking background

Do you identify as: Aboriginal | Torres Strait Islander | Both | Prefer not to state

Are you a: Consumer | Carer

Age range: 16-24 25-29 30-39 40-49 50-59 60-69 70+

Please describe any support you need to take part in this activity *(examples include support person, hearing loop, dietary requirements)*

*Your responses to the following questions only need to be a brief sentence or two*

* Please describe your experience as a health consumer representative including committees, focus groups, surveys, governance roles, etc.

*Tip: Past consumer representative positions that have similar requirements to the opportunity you’re expressing interest in. Give an indication of how long each position was for, and any relevant highlights.*

* **Please describe any connections you have to your community (e.g. networks, groups)***Tip: Think about how this relates to the role you’re applying for.*
* Please describe your interest in this topic?

*Tip: Although this section usually requires the longest response, try to keep it concise. Things to consider focusing on here include:*

* *any past lived experience that shows your understanding of the topic, or*
* *your understanding of the social/health/economic implications of the topic/condition, or*
* *Any systems change that you have identified that will improve care for health consumers, and possible strategies you could share to affect that change.*
* Please provide contact details for a staff member from a health service or department you are currently partnering with. (we will advise if you are shortlisted before we contact your referee).

Staff Full Name:

Organisation:

Phone number:

Email:

What is the activity you partnered with this staff member on?