



Chronic Heart Failure Expert Reference Group

Terms of Reference

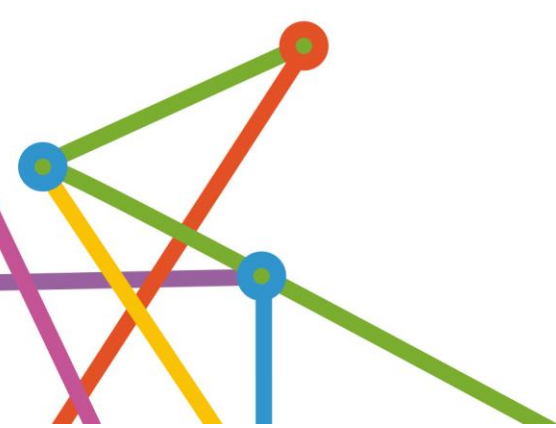
January 2022

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1. Purpose

The Chronic Heart Failure Expert Reference Group members will be engaged to provide independent and timely guidance, advice and options to support the development and delivery of the Community Health and Hospitals Program – Primary care-led multidisciplinary care for Chronic Heart Failure being led by WA Primary Health Alliance.

2. Scope

The scope of the Expert Reference Group is any activity or engagement members have been asked to participate in within their role as an Expert Reference Group member by the WAPHA Chronic Heart Failure Steering Committee (Steering Committee) comprising senior representatives from WA Primary Health Alliance.

Chronic Heart Failure Expert Reference Group Members will have the opportunity to guide and inspire public, private, community and non-government health sectors to partner in the provision of best practice for chronic heart failure management. This includes working collaboratively to develop a fit-for-purpose multidisciplinary model of care for chronic heart failure.

Any activity relating to another Group/panel is out of scope, even if convened by WAPHA.

3. Frequency and procedures

The Expert Reference Group will be engaged for a maximum of 2 hours per month over a six-month period from inception. Meetings will be hosted by videoconference to facilitate group consultations and foster relationships with, and between, members. Members will also be given opportunities to participate and contribute out of session via email and/or web-based communications (hosted on MS Teams), with decisions and feedback documented in the Decision Register.

Online contact will be maintained directly with individual members, as required, to ensure a targeted and timely response to consultations as they arise. This will ensure project timelines can be maintained between scheduled meetings. Communication to members will be channeled by the Steering Group through the WAPHA Program Coordinator to manage the scheduling of communications to Reference Group members.

Consultation relating to Expert Reference Group meetings will be collated by the WAPHA Program Coordinator and consultation progress/outcomes will be circulated to the Steering Committee and Reference Group members via email. This will ensure members remain informed of the progress of the projects and initiatives on which they have been consulted.

4. Quorum

There is no quorum. It is the Program Coordinator's responsibility to ensure that a broad range of perspectives are sought and applied to inform the project or activity and to utilise the advice of the Reference Group alongside other quantitative and qualitative data and information sources.

5. Structure

Expert Reference Group Members will:

- Commit to attending meetings as they are scheduled between February and June
- Commit to providing input to ad hoc requests, focus groups or other activities throughout the year (as directed by the Steering Committee)

Members may be contacted individually (online or in person) or be brought together (online or in person) for ad hoc consultations as determined by the Steering Committee. The anticipated time commitment and duration of engagement will be outlined with all engagement invitations put to the Expert Reference Group.

6. Group members

Expert Reference Group members are invited by expression of interest and members are selected by

the Steering Committee. This is to ensure the Group maintains a broad and applicable range of disciplines and geographical diversity, with particular focus on ensuring representation from members of all clinical disciplines involved in the identification and management of chronic heart failure patients, in addition to representation of peak bodies, consumers and other relevant external stakeholders.

Membership of the Group is at the discretion of the Steering Committee and is dependent on the operational/practical knowledge, skills and expertise of the individual, combined with the capacity to take or directly influence actions that will progress the project or activity.

Members who are absent for three (3) consecutive consultations that they have committed to attending will be asked to step down, whether or not they have tendered apologies. The strength of the Expert Reference Group is in maintaining an active and engaged membership.

7. Proxies

Membership cannot be extended to Proxies. Recommendation for additional members can be made to the WAPHA CHF Program Coordinator for consideration.

8. Level of participation

This group operates within the Consult and Involve levels of the [IAP2 Public Participation Spectrum](#).

Consult	to obtain stakeholder feedback on analysis, alternatives and/or decisions.
Involve	to work directly with stakeholders throughout the process to ensure that public concerns and aspirations are consistently understood and considered.

8. Conflicts of Interest

Conflict of interest is defined as any matter, circumstance, interest or activity involving or affecting you, or your organisations personnel, which may, or may appear to, impair your ability to perform your role on the Group diligently, fairly and independently.

Conflicts of Interest will be a standing agenda item at meetings. At the commencement of each meeting, or as appropriate, the Program Coordinator should invite members to declare or discuss any potential or perceived Conflicts. If, at other times during the period of the membership, a conflict of interest arises, or appears likely to arise, the member undertakes to notify the Program Coordinator immediately in writing and to take steps to resolve or to otherwise address the conflict of interest.

9. Confidentiality

All Expert Reference Group agendas, agenda papers, reports and resolutions are confidential to persons and organisations represented at meetings unless the Program Coordinator and membership agree to make these available, in which case this decision should be documented in the minutes.

10. Paid participation

Attendance at meetings of Expert Advisory Groups or Reference Groups falls within the scope of the WA Primary Health Alliance Paid Participation Policy for many stakeholders. Please refer to the attached WAPHA Paid Participation Policy for further information on the scope of paid participation.

Payment rates are as follows:

General Practitioner or Specialist	\$120 per hour*
Allied Health Professional (including Registered Nurses)	\$90 per hour*
Advisor	\$75 per hour*
Participant	\$37.50 per hour*

**Payment is offered to the nearest hour.*

Payment detail and processes will be clearly communicated to participating CHF Expert Reference Group members in written form by the Steering Committee prior to each consultation.

11. Amending the Terms of Reference

This Terms of Reference is based on the standard template used for all Expert Advisory Group and Reference Groups across WA Primary Health Alliance. They must not be amended, varied or modified. Any specific roles, responsibilities and membership within the standard scope may be added at section 13.

12. Document management

Version 2: February 2022

Document custodian	Document review date
Kiera Collier	June 2022

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13. Specific roles, responsibilities and membership

Membership to the Expert Reference Group is to be determined by the Chronic Heart Failure Steering Committee, following an Expression of Interest process.

Name	Role	Organisation (where member is participating in their employed role)
	Cardiologist	
	Education/Academic	
	General Practitioner (metro)	
	General Practitioner (country)	
	General Practitioner Hospital Liaison (metro)	
	Community Pharmacist (metro)	
	Community Pharmacist (country)	
	Clinical Practice Nurse (metro)	
	Clinical Practice Nurse (country)	
	Nurse Practitioner Specialist	
	Heart Foundation	
	Aboriginal Health	
	Consumers and Carers (including Aboriginal, CALD, LGBTI+)	
	WACHS Project Officer	
	HSP Representation	
	HSP Representation	
	NPS MedicineWise	
	Pharmaceutical Society of Australia	
	Australian Primary Health Care Nurse Association	
	Exercise Physiologist/Academic	
	Psychologist	
	Palliative Care/Geriatrician	



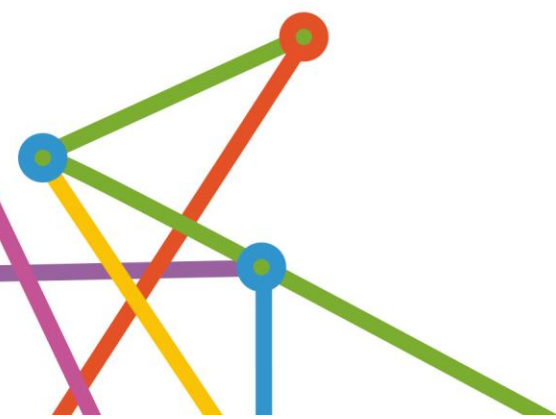
Paid Participation Policy

December 2021



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1. Purpose

The Paid Participation Policy affirms WA Primary Health Alliance's (WAPHA) commitment to working with individual community members, consumers, carers, family members, and individual health professionals (including general practitioners, specialists and allied health professionals), and outlines the circumstances payments can be offered for participation in WAPHA led engagement activities.

The Policy also supports WAPHA employees to plan and budget appropriately for the involvement of participants, including those who relinquish session payments to participate, and to ensure timely payment is made.

2. Applicability

This policy applies to all stakeholders invited to contribute to the work of WAPHA.

All WAPHA employees are expected to adhere to the requirements of this policy.

3. Relevant legislation

Nil applicable

4. Referenced documents

Stakeholder Engagement Framework
Health Consumers' Council Consumer Representation Policy
Mental Health Commission Consumer, Family, Carer and Community Paid Participation Policy

5. Abbreviations

AIB	Activity Initiation Brief
PHN	Primary Health Network
PIB	Project Initiation Brief
WAPHA	WA Primary Health Alliance

6. Definitions

Attendee (payment tier)	Refers to individual who attend open invitation or public events and activities hosted by WAPHA.
Advisor (payment tier)	Refers to an individual specifically invited to bring an informed and objective community, consumer, family or carer perspective to discussion and decision-making as relevant to the topic at hand. They present the views and concerns of others at a systemic and strategic level. An Advisor is required to bring an in-depth level of knowledge and skills that extends beyond a lived experience. Skills may include, but are not limited to, facilitation, presentation, report writing researching, project management, objective decision-making, etc.
Allied health professional	There is no universally agreed definition of allied health, however it usually captures physiotherapy, occupational therapy, social work, exercise physiology, optometry and more. For the purposes of this policy it is inclusive of nursing professionals, however they are usually excluded in other contexts.
Carers	Refers to (unpaid) family, friends, and others, who have experience of providing ongoing care and support (currently or formerly) to someone living with a health condition and / or with experience of using health services in WA.
Community members	Refers to people who live and / or work within a geographically or culturally defined community and have experience of life in that community.
Consultant (payment tier)	Refers to an individual who is engaged to undertake projects that require a specific output and draw on expertise and / or objectivity from an external source. They must have their own ABN and payment is made to them by invoice, rather than through the Health Consumers' Council.
Consumers	Refers to people with a lived experience of a health condition and / or who have experience of receiving service from the WA health system. Inclusive of (but not limited to) care from general practice, not-for-profit services, private providers, pharmacies, in-patients, and out-patient hospital care
Engagement Activity	Refers to the specific instance or event through which stakeholders have been engaged – e.g., a particular workshop; a specific survey, a phone call
Family members	Refers to people who may or may not be related to a consumer but who identify as taking a significant part in a health consumer's life.
GP	Refers to a general practitioner who practices as an individual and receives income as a result of providing session times
HealthPathways working groups	Refers to a structured and facilitated session at which invited specialists, GPs and allied health professionals provide feedback and input to the pathway development of an identified clinical stream
Participant (payment tier)	Refers to the named stakeholder specifically invited by WAPHA to bring their own knowledge or experience, or to represent the interests of others on their behalf, to discussions and decision-making activities hosted by WAPHA
Professional in private practice	Refers to any other professional who runs a private practice and receives income as a result of providing session times

Specialist	Refers to a health care professional who specialises in a particular area and is certified by a specialty board and receives income as a result of providing session times
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7. Background

WAPHA engages with a wide range of stakeholders through our day-to-day work. Many stakeholders engage through their paid role within an organisation, others through their unpaid position as a community member, consumer, family member or carer, and others relinquish fee for service or session payments to participate in WAPHA activities.

In Western Australia, there are varying rates and methods of paying stakeholders for their active participation in health planning and quality improvement.

WAPHA has five overarching principles that guide our approach to engagement:

Respectful
 Authentic
 Pragmatic
 Purposeful
 Transparent

To deliver on these principles we have adopted an approach that aligns with other organisation in the WA health sector, particularly those organisations with which WAPHA co-commissions and considers as partners. This policy has been guided by the Mental Health Commission, WA Association for Mental Health, Health Consumers' Council, Government of Western Australia Department of Health, and other organisations that make payments to health professionals, including WA GP Education and Training (WAGPET).

WAPHA particularly acknowledges the work of the Mental Health Commission and the 'In Community' project in developing the tiered approach and payment levels for community, consumers, family and carers.

This policy will continue to be reviewed annually to ensure it continues to align with comparable policies.

8. Supporting engagement

WAPHA uses a diverse range of engagement methods and supports to enable participation in engagement activities. Offering to host video conferences, teleconferences, and online activities is a way of facilitating the involvement of stakeholders who are unable to physically attend. This is as relevant in Metro areas as it is in Country. Online participation is remunerated at the same rates as attendance in person.

The use of interpreters during engagement activities is supported. Associated costs must be planned and approved in advance by WAPHA.

WAPHA understands individuals have responsibilities and commitments that may limit their participation in engagement activities. Reimbursement for childcare and carer respite costs that directly relate to an individual's participation in a WAPHA led engagement activity will be considered on a case by case basis.

All additional supports must be planned and approved in advance.

9. Policy statement

WAPHA greatly values the specific knowledge, understanding and experience people with lived

experience as community members, consumers, family, carers, general practitioners (GPs), specialist and allied health professionals contribute to the commissioning of primary care in WA. In recognition of this contribution, WAPHA offers payments to individuals when they are personally invited to contribute to engagement activities and to health professionals who choose to relinquish session fees to participate.

10. In scope

Payment of community members, consumers, family members and carers will be made when:

- individuals are invited personally by WAPHA to contribute to the work of WAPHA (this includes when individuals are selected from an initial open expression of interest process),
- individuals are invited to participate in an engagement activity, where payment is offered as an incentive to support their engagement,
- individuals engaged in stakeholder reference groups, and
- organisations are invited to send an individual to represent their organisation, and that individual is not funded by that organisation to attend (e.g. a volunteer or Board member)

Payment to GPs, specialists, nursing and allied health professionals will be made when

- individuals are personally invited by WAPHA to contribute to the work of WAPHA, and
- when they choose to relinquish session fees to participate in the WAPHA activity.

Payment may be extended, on a case-by-case basis and at the discretion of the General Manager, to other health professionals in private practice who choose to relinquish session fees.

Specific activities that fall within the scope of this policy include (but are not limited to):

- HealthPathways Working Groups
- Participation in Evaluation Panels

11. Out of scope

Out of the scope of this policy are:

- individuals who are invited to participate in their paid role as a Consumer or Family/Carer/Lived Experience Peer Worker,
- individuals who are invited to participate as a representative of an organisation or group, and the individual is funded by that organisation (e.g. a Health Service Provider employee, Hospital Liaison GP),
- individuals who engage with WAPHA in response to an open, public invitation for which there is no further selection or invitation,
- any individual invited to attend breakfast, lunch, or dinner events where attendance is optional,
- individuals who attend training programs delivered by WAPHA (unless otherwise agreed),
- engagement activities that include overnight accommodation and or intra or interstate travel (a sitting fee or honorarium will usually apply in these circumstances),
- employees of WAPHA,
- engagement with GPs through the WA GP Advisory Panel,
- members of the WAPHA Councils, unless for duties agreed in advance to be beyond the scope of their Council role, and
- Aboriginal Elders and/or Aboriginal Performers who are engaged by WAPHA to conduct a Welcome to Country, Smoking Ceremony or music/dance performance (as per WAPHA's Welcome to Country and Acknowledgement of Country Policy).

Individuals and organisations that are personally invited to participate are not paid for travel time, travel costs, preparation, or reading time, unless agreed to in advance by WAPHA.

Any uncertainty as to whether this policy applies should be clarified with the Stakeholder Engagement Team before the engagement activity takes places.

12. Approvals

All stakeholder engagement should be planned well in advance and anticipated expenditure on external facilitation, paid participation and engagement supports must be budgeted for in the overall project budget.

WAPHA teams should consult with the stakeholder engagement team and use the relevant Stakeholder Engagement Framework tools when planning for activities that may attract a paid participation payment.

The Stakeholder Engagement Manager and relevant Executive Sponsor must approve all stakeholder engagement budgets as part of the planning stage in all projects.

13. Payment rates

WAPHA uses a tiered payment approach, in line with that offered by the Mental Health Commission. A tiered payment approach acknowledges the variety of the knowledge, skills, and experience required for genuine and meaningful participation within these levels.

The below table provides an overview of each payment tier and the paperwork required to process the payment:

Paid Participation Payment Tiers						
Tier	Attendee	Participant	Advisor	Allied Health Professional	GP or Specialist	Consultant
Examples of WAPHA engagement activities	No payment	\$37.50 per hour*	\$75 per hour*	\$90 per hour*	\$120 per hour*	Determined by written quote in advance from consultant
Public / community forums, consultations, workshops, focus groups, advisory committees, procurement panels	General attendance at an open or public event or activity	Invited by name to participate	Invited by name to collaborate on the design or delivery of an activity and/or to provide specific insight	Invited by name to participate	Invited by name to participate	Engaged as a co-facilitator and / or consulted as an individual for specific expertise
Payment Requirements	Not Applicable	Community, Consumers, Carers and Family Payment Form	Community, Consumers, Carers and Family Payment Form	Invoice	Invoice	Invoice

*Payment is offered to the nearest hour.

Payment is offered for a minimum of two hours and to a maximum of 8 hours, in any one day.

All occasions of paid participation that attract an individual payment of \$450 and will be paid on invoice must contact accounts@wapha.org.au for specific advice regarding the obligation to pay superannuation.

WAPHA does not pay for time spent travelling or for any travel expenses associated with attending the engagement activity (unless advised and agreed in advance).

Reasonable time may be paid for advance preparation or review of materials after an engagement activity. This will not exceed 1 hour and will be agreed and approved in advance.

It is the responsibility of the participant to provide a completed copy of the required paperwork (i.e. Community, Consumers, Carers and Family Payment Form or Invoice) to receive their paid participation payment.

If the required paperwork is not received by WAPHA from the participant within 6 months of the engagement activity all payments will be surrendered, unless otherwise approved by a General Manager.

WAPHA is not able to make paid participation payments as gift cards or vouchers.

14. Other costs

Approval of different payment rates or other costs to support an invited individual's participation in a WAPHA led engagement activity, will be considered on a case by case basis where:

- it is identified as having an influence on levels of participation, or
- it will encourage contributions from groups that are often not well represented.

15. Declining payment

A participant may choose to decline the offer of payment by advising WAPHA in writing that they do not wish to receive payment.

16. Feedback and contacts

WAPHA welcomes feedback on this policy. Feedback can be provided to:

Email: feedback@wapha.org.au

Phone: (08) 6272 4948

17. Breach of policy

Failure by WAPHA staff to follow this policy may result in staff disciplinary action.

18. Variation

WAPHA reserves the right to vary, replace or terminate this Policy from time to time.

19. Document management

Document custodian	Document review date
Stakeholder Engagement Manager	December 2022