

HSV nominations portal: Nominations coordinator guide

User Guide Topics

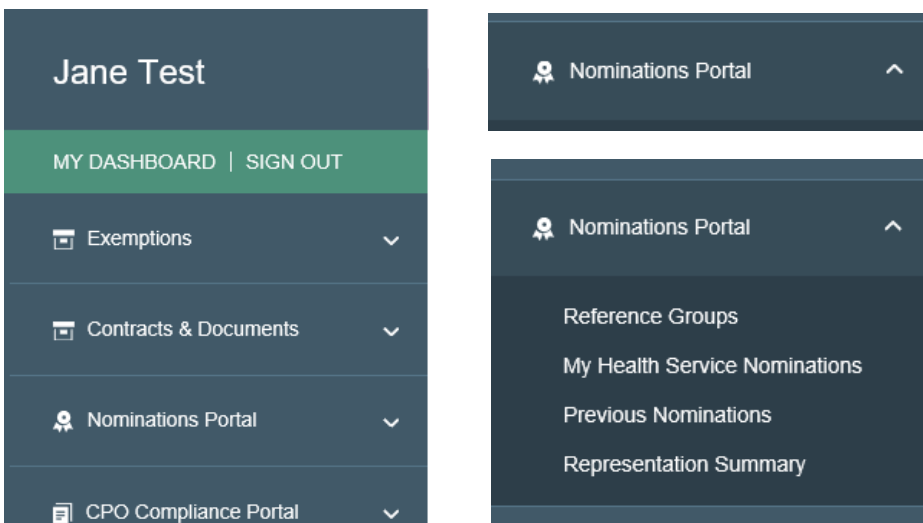
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The Nominations Portal

The Nominations Portal within the HSV website is the gateway through which recruitment for HSV reference groups is managed.

Accessing the Portal

Log in to the HSV website and from the My Dashboard area of your account, click on the “Nominations Portal” button on the left hand side.



Navigation

The Nominations Portal consists of four pages and by default opens up to the “Reference Groups” page. This page provides a quick view of the group establishment deadlines, anticipated first meetings and the personnel desired for the reference groups

Navigate to the other pages by clicking on the relevant link in the left hand pane.

Page Name	Description
Reference Groups A list of all HSV reference groups.	By default this table shows all reference groups for which HSV is seeking health service nominations. The view of the table can be changed to show completed or discontinued groups by modifying the filters available on the page
My Health Service Nominations A list of all the current nominations for your health service.	This table enables Coordinators to manage nominations for their health service, showing: <ul style="list-style-type: none">• Nominations for reference groups for which HSV is recruiting Any that have not yet been approved.
Previous Nominations A list of representatives for groups previously recruited.	This table shows all representatives across health services where <ul style="list-style-type: none">• The nomination has been approved (or withdrawn)• Recruitment for the group is completed or discontinued
Representation Summary	An auto-generated report that summarises the active categories and the representation across all health services

HOME > MY DASHBOARD > NOMINATIONS > REFERENCE GROUPS

Jane Test

MY DASHBOARD | SIGN OUT

Exemptions

Contracts & Documents

Nominations Portal

Reference Groups

My Health Service Nominations

Previous Nominations

Representation Summary

CPO Compliance Portal

Messages

Quick Links

My Account Settings

General FAQs

NOMINATIONS

Reference Groups

Search Show 100

Group Status Recruiting Completed Discontinued

Financial Years FY 2010-11 FY 2011-12 FY 2012-13 FY 2013-14 FY 2014-15 FY 2015-16 FY 2016-17 FY 2017-18 FY 2018-19 FY 2019-20 FY 2020-21 FY 2021-22 FY 2022-23 FY 2023-24

Filter by From Date To Date Group Type

Click more information to see further details about the event and reference group membership or click "Nominate" to commence nomination process.

Export as CSV

First Meeting (Anticipated)	Group Type			
01/10/2019	Product Reference Group	Office Requisites	- 1 x category officer - 2 x category managers - 1 x Nurse	Nominate

Change the order of records with a ^ by clicking on the heading to change between the dates old to new, or alphabatistation from A to Z to Z to A.

Soonest date displayed first by

Filtering and Searching

There are a number of filters available on each nominations page to assist with refining the results. There are two types of filters – Multi Select & Drop Down lists.

1. Multi select filters – Allows you to select multiple values to filter the results by. Select as many checkboxes as required.

Application Status

- Sent to Nominee Nominee Submitted Queried by Contact Endorsed by Coordinator
- Sent to CEO or delegated authority Queried by CEO or delegated authority
- Rejected by CEO or delegated authority Approved by CEO or delegated authority

2. Drop Down filters – Allows you to select one value to filter the results by.

Filter by Group Type

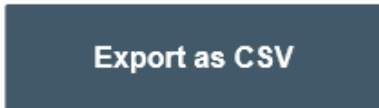
Group Type

- Group Type
- Product Reference Group
- Executive Reference Group
- Contract Management Group
- Services Reference Group
- Evaluation Group

Exporting Data

To export the data from each of the Nominations Portal pages:

1. Login to the HSV website and click on the “Nominations Portal” button
2. Open the nominations page you wish to view
3. Click on the “Export as CSV” button to export the table as a CSV file



Nominating a Representative

To review the HSV reference groups that require representation and nominate a representative for your health service, perform the steps outlined below:

Part 1: Send Nomination Form to Nominee

1. Log in to the HSV website and click on the “Nominations Portal” button. The Reference Groups page will be displayed, giving a view of the reference groups for which HSV are currently seeking nominations .
2. Scroll to the relevant reference group. The screen shows the suggested skill set for that group
3. If desired, click [MORE INFORMATION +](#) to view further details about the reference group
4. Click on “Nominate” to open the nomination form and commence the nominations process

First Meeting (Anticipated)	Group Type	Activity Name	Representation Required	Action
04/09/2019	Product Reference Group	Cranial Neurosurgery Prostheses & Associated Consumables	• Neurosurgeon • Associate Nurse Unit Manager, Neurosurgery • Theatre Associate Nurse Manager • Clinical Business Manager • Clinical Product Advisor • Procurement representatives	Nominate
MORE INFORMATION +				
04/08/2019	Executive Reference Group	Cranial Neurosurgery Prostheses & Associated Consumables	• Neurosurgeon • Associate Nurse Unit Manager, Neurosurgery • Theatre Associate Nurse Manager • Clinical Business Manager • Clinical Product Advisor • Procurement representatives	Nominate

5. Click 'Select a Nominee' from the drop down list:

5.1 **Nominee with an existing HSV website account:** their details will be pre-populated in the nomination form

5.2 Click "Send" to send the nomination to the nominee. The nominee will now receive an email asking them to fill in the Nomination Form

6. Nominee without an existing HSV website account:

6.1 Select 'Add new user' from the drop down list and complete all fields

6.2 Click "Send" to send the nomination to the nominee.

6.3 A website account (with restricted access) will be created for the nominee and they will now receive an email asking them to setup a temporary password for their website account and fill in the Nomination Form

Notes:

Remember to add any comments to the Nominee in the Comments text field – you may want to include pertinent detail about the reference group, including scope and timelines in this [section](#)

Users with restricted access to the website will only have access to public information published to the HPV website

Unrestricted access to the HPV website will be granted once the super user for your health service has approved this new account

Part 2: Review Received Nomination Forms

Once the nominee has completed and submitted the nomination form, you will receive a notification email from the website (sent from HSVnominations@healthsharevic.org.au) informing you that a nomination form has been submitted. You can either endorse or query the response by performing the following steps:

Option A

1. Use the link supplied in the email received to open the completed nomination form
2. Review the responses from the Nominee
3. Select the appropriate action from the Action drop down list:
 - Endorse – Nomination will be marked as endorsed and is ready to be submitted for approval
 - Query - comments/queries will be sent back to the nominee for review

Action

Please select
Query
Endorse

Submit

Or

Option B

1. Log in to the HSV website and click on the “Nominations Portal” button to access the Nominations Portal
2. Navigate to the “My Health Service Nominations” page to access the list all nominations in progress for your health service
3. Tick the checkbox “Nominee Submitted” in the application status field to see all groups where a nomination form has been submitted by the nominee. Click “Search” to apply the filter

My Health Service Nominations

4. Locate the relevant nomination form and click “view” to review the responses from the Nominee
5. Select the appropriate action from the Action drop down list:
 - Endorse – Nomination will be marked as endorsed and is ready to be submitted for approval
6. Query - comments/queries will be sent back to the nominee for review. Click “Submit”. The nomination will be either endorsed or a query sent back to the nominee, depending on the action that was selected.

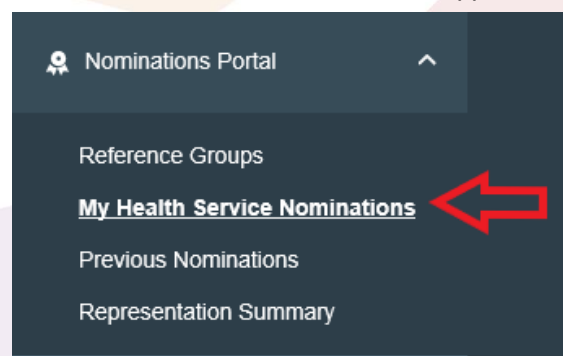
Note:

If you queried the nominee, the nominee will receive an email containing the comments supplied. You will receive a notification email once the nominee resubmits the form. Repeat the steps above once the form has been resubmitted.

Part 3: Send nominations for approval

When you are ready to submit endorsed nominations for approval, send the list of nominations for approval to your health service CEO, CPO or delegated authority by performing the following steps:

1. Log in to the HSV website and click on the “Nominations Portal” button to access the Nominations Portal
2. Navigate to the “My Health Service Nominations” page to access the list all nominations in progress for your health service



- To filter the nominations, tick the application status checkbox “Endorsed by Coordinator” to see all nominations you have endorsed. Click “Search” to apply the filter

My Health Service Nominations

Search

Application Status

Sent to Nominee
 Nominee Submitted
 Queried by Contact
 Endorsed by Coordinator
 Sent to CEO or delegated authority
 Queried by CEO or delegated authority
 Rejected by CEO or delegated authority
 Approved by CEO or delegated authority

Filter by

This page contains the list of current & outstanding reference group nominations for your health service. Please see the actions field for the available actions for each outstanding nomination.

To endorse a nomination, click view to open the nomination and view the form details.
 To send a nomination(s) for approval, tick the checkbox next to the nominee name and scroll to the bottom of the table to send this nomination for approval.
 To send multiple nominations for approval, tick the checkbox next to each nominee name, scroll to the bottom and select an approver.

	First Meeting (Anticipated)	Activity Name	Group Type	Nominee	Email	Position	Application Status	Approver Email	Actions
<input checked="" type="checkbox"/>	01/10/2019	Office Requisites	Product Reference Group	Virginia Boyd	virginia.boyd@awh.org.au	Director of People, Culture & Development	Endorsed by Coordinator		<ul style="list-style-type: none"> View Withdraw Nomination Nominate
<input checked="" type="checkbox"/>	15/02/2019	Non-Emergency Patient Transport	Contract Management Group	Bob Test	bob.test@awh.org.au	tester	Endorsed by Coordinator		<ul style="list-style-type: none"> View Withdraw Nomination Nominate

- Select the Nominees you would like to have approved by your Health Service CEO, CPO or delegated authority by checking the selection boxes next to the relevant nominations
- Scroll to the bottom of the page to select an approver (CEO, CPO or delegate) from your health service to approve the nominations

Select CEO, CPO or delegated authority Email Address

Note: The dropdown will list the current approver email addresses for your health service. If the email addresses are incorrect, please contact your Customer Relationship Manager or the Health Services Helpdesk at helpdesk@healthsharevic.org.au

6. Click “Confirm Selected Nominations” to send the nominations for approval

Top Tips:

1. You can check the status of the your health service nominations by reviewing the application status column in the My Health Services Nomination page
2. You can also commence a new nomination within the My Health Services Nominations page

Note:

- You will receive a notification email if any of the nominees are rejected by the CEO, CPO or delegated authority
- You will also receive an email if your approver queries any of the submitted nominations

Resend Nomination Form to a Nominee

To resend a nomination to a nominee:

1. Navigate to the “My Health Service Nominations” page to access the list all nominations in progress for your health service
2. To filter the nominations, tick the application status checkbox “Sent to Nominee” to see all nominations that have been sent to the nominee but not yet completed. Click “Search” to apply the filter
3. Locate the nomination(s) you want to resend to the nominee(s) and click on “Resend to nominee” in the actions column. The nominee will now receive an email asking them to fill in the Nomination Form



- View
- Withdraw Nomination
- Resend to nominee
- Nominate

Resend Nominations to Approver

To resend nominations to your health service CEO, CPO or delegate for approval:

1. Log in to the HSV website and click on the “Nominations Portal” button to access the Nominations Portal.
2. Navigate to the “My Health Service Nominations” page to access the list of all nominations in progress for your health service
3. To filter the nominations, tick the application status checkbox “Sent to CEO or delegated authority” to see all nominations that have been sent to the CEO, CPO or delegate but not yet actioned, Click “Search” to apply the filter

Application Status

- Sent to Nominee Nominee Submitted Queried by Contact Endorsed by Coordinator
 Sent to CEO or delegated authority Queried by CEO or delegated authority
 Rejected by CEO or delegated authority Approved by CEO or delegated authority

Resend a single nomination to approver

Locate the nomination you want to resend to the approver and click on “Resend to approver” in the actions column. The approver will now receive an email (to the approver email listed against the nomination) notifying them of the approval request.

	First Meeting (Anticipated)	Activity Name	Group Type	Nominee	Email	Position	Application Status	Approver Email	Actions
<input type="checkbox"/>	07/02/2019	Respiratory Products	Product Reference Group	Peter	Peter@test.org.au	Manager, Facilities & Maintenance services	Sent to CEO or delegated authority	CEO@test.org.au	<ul style="list-style-type: none"> View Withdraw Nomination Resend to approver Nominate

Resend multiple nominations to approver

1. Select the nominees you would like to resend to your Health Service CEO, CPO or delegate for approval by checking the selection boxes next to the relevant nominations

	First Meeting (Anticipated)	Activity Name	Group Type	Nominee	Email	Position	Application Status	Approver Email	Actions
<input checked="" type="checkbox"/>	15/02/2019	Non-Emergency Patient Transport	Contract Management Group	Bob Test	Bob.test@test.org.au	tester	Sent to CEO or delegated authority	CEO@test.org.au	<ul style="list-style-type: none"> View Withdraw Nomination Resend to approver Nominate
<input checked="" type="checkbox"/>	07/02/2019	Respiratory Products	Product Reference Group	Peter	Peter@test.org.au	Manager, Facilities & Maintenance services	Sent to CEO or delegated authority	CEO@test.org.au	<ul style="list-style-type: none"> View Withdraw Nomination Resend to approver Nominate

2. Scroll to the bottom of the page to select an approver (CEO, CPO or delegate) from your health service to approve the nominations

Select CEO, CPO or delegated authority Email Address

Select email

Confirm selected nominations

3. Click “Confirm Selected Nominations” to send the nominations for approval

Update Approver Email

If your nominations need to be sent to a different approver, you can update this by performing the following steps:

1. Select the nominations you would like to send to a different approver (where, for example the listed approver/s are on leave) by checking the selection boxes next to the relevant nomination/s
2. Scroll to the bottom of the page to “Select CEO, CPO or delegated authority Email Address” and choose “Enter a new email address” from the drop down list
3. Enter the email address of the alternate approver in the box.

Select CEO, CPO or delegated authority Email Address

Enter new email address

Enter CEO, CPO or delegated authority Email Address (required)

Confirm selected nominations

4. Click “Confirm Selected Nominations” to send the nominations for approval
5. Check the Approver Email field in the table to check that the nominations have been sent to the correct approver

	First Meeting (Anticipated)	Activity Name	Group Type	Nominee	Email	Position	Application Status	Approver Email
<input type="checkbox"/>	07/02/2019	Respiratory Products	Product Reference Group	Peter	Peter@test.org.au	Manager, Facilities & Maintenance services	Sent to CEO or delegated authority	CEO@test.org.au

Withdraw a Nomination

To withdraw a nomination for your health service:

1. Navigate to the “My Health Service Nominations” page to access the list of all nominations in progress for your health service
2. Locate the nomination you would like to withdraw
3. Click on “withdraw nomination” in the actions column for that nomination

	First Meeting (Anticipated)	Activity Name	Group Type	Nominee	Email	Position	Application Status	Approver Email	Actions
<input type="checkbox"/>	01/10/2019	Office Requisites	Product Reference Group	Virginia		Director of People, Culture & Development	Endorsed by Coordinator		<ul style="list-style-type: none"> View Withdraw Nomination Nominate

4. You will be prompted to confirm that you wish to withdraw this nomination
5. Click “OK” to withdraw the nomination or “Cancel” to cancel this action and leave the nomination as is

Is there any notification to the nominee at this stage?

1. Previous Nominations Login to the HSV website and click on the “Nominations Portal” button
2. Navigate to the “Previous Nominations” page. By default, the page will display all approved nominations for your health service.
3. Choose a filter to narrow your results, click on “Search” to apply the filter
4. Use the “Export as CSV” button to download.

NOMINATIONS

Previous Nominations

Search

Representation Status Null Active Inactive Withdrawn

Filter by

This page displays nominations for your health service where the nominee's application has been completed through the approval process or the application has been withdrawn. Historical nominations in this tab where the Representation Status is Active, Inactive or Withdrawn will be shown here.

Contract Name	Contract Number	Group Type	Nominee	Position	Health Service	Application Status	Date Approved	Representation Status	Actions
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In addition to the detail shown on screen, the CSV file will contain the anticipated date for the first reference group meeting, the Nomination Coordinator’s name and the email addresses of the nominee and approver.

Representation Summary

This page has a number of filters allowing you to create and download a summary report of representation in reference groups by financial year/nomination status, region and health service.

1. Login to the HSV website and click on the “Nominations Portal” button
2. Navigate to the “Representation Summary” page.
3. Select a choice from each of the drop-down filters

Representation Summary

The below filters allow you to export an auto-generated report that summarises the categories and representation across your health service or all health services.

Financial Year
FY 2019-20

Nomination Status
Approved

Region
Metro

Health Service
Select Health Service

[Export to CSV](#)

Depending on the filter chosen, the CSV file will contain the total number of representatives per reference group, for example:

	A	B	C
1	Region		
2	Health Service	Total	
3	Office Requisites	0	
4	Dental Consumables	0	
5	Sutures, Skin Staples and Tissue Adhesives	0	
6	Wound Care	0	

Audit Trail

An audit trail for each nomination is viewable from either the “My Health Service Nominations” or “Previous Nominations” pages.

1. Login to the HSV website and click on the “Nominations Portal” button
2. Navigate to the “My Health Services Nominations” OR the “Previous Nomination” page
3. Use the Action button to select “View” against the selected nominee
4. The nominee’s nomination form is displayed. Scroll to the end of the page and click on “Audit Trail”

Dates of all changes to the nomination are then displayed.

Appendix 1: Nomination Process Summary

