

HSV Nominations Portal: Nominee Guide

User guide topics

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Before You Begin

Important to note

To access the Nomination Form, you will have to be registered on the HSV website.

If you do not yet have a website account, your health service nominations coordinator may have requested one on your behalf as part of the nominations process.

Otherwise, to register for a HSV website account, if you do not already have one, please visit <https://www.healthsharevic.org.au/register/>

Site Security

Website account passwords must contain at least 6 characters.

If you have already registered but you have forgotten your password, click on the 'Forgot your password?' link to reset it.

Email alerts and replies will be sent from auto-alert@healthsharevic.org.au

Password Help

If you are experiencing any difficulties logging in to the HSV Website, contact the HSV Health Services Helpdesk at:

Phone: +61 (0)3 9947 3700

Email: helpdesk@healthsharevic.org.au

Form Questions

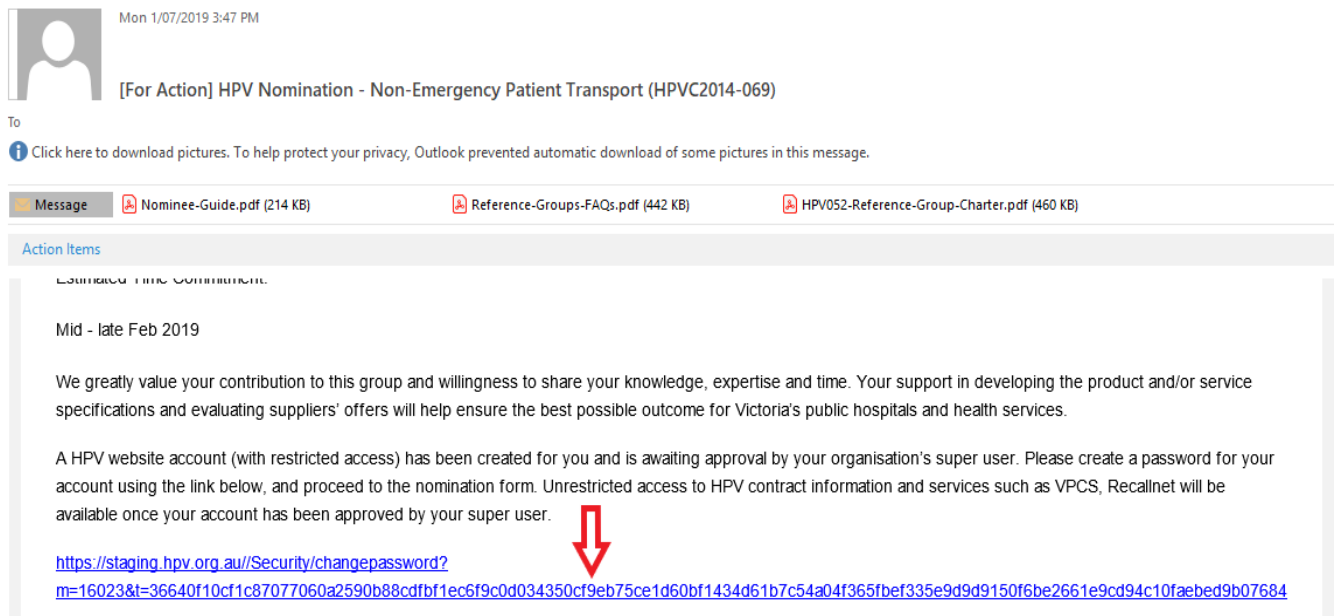
You will be asked to supply the following information in the nominations form:

| | |
|-----------------------------|--|
| Relevant Experience | Provide a summary of why you would have the necessary experience, knowledge and/or qualifications to benefit the selected reference group. |
| Dietary Requirements | For future catering requirements that might arise as part of the reference group activities, please advise on any dietary requirements that you might have. |
| Confidentiality Deed | To form part of the reference group you will need to agree to the Confidentiality Deed. Please make sure you read through the deed and select the check box. |
| Conflict of Interest | Ensure that you do not have any conflicts of interests by reviewing the HSV Committee Conflict of Interest Policy and the four confirmations stated. If you have a conflict of interest to declare, select "Yes" for the 'I have a conflict of interest to declare' field and fill in the required declaration. It is important that any conflicts of interest are identified and managed appropriately. |

Completing the Nomination Form

To complete the HSV reference group nomination form, perform the steps outlined below:

1. Review the nominations email received from HSVnominations@healthsharevic.org.au
2. If you do not yet have a HSV website account and one has been created for you by your health services' Nominations



Mon 1/07/2019 3:47 PM

[For Action] HPV Nomination - Non-Emergency Patient Transport (HPVC2014-069)

To

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Message Nominee-Guide.pdf (214 KB) Reference-Groups-FAQs.pdf (442 KB) HPV052-Reference-Group-Charter.pdf (460 KB)

Action Items

ESTIMATED TIME COMMITMENT

Mid - late Feb 2019

We greatly value your contribution to this group and willingness to share your knowledge, expertise and time. Your support in developing the product and/or service specifications and evaluating suppliers' offers will help ensure the best possible outcome for Victoria's public hospitals and health services.

A HPV website account (with restricted access) has been created for you and is awaiting approval by your organisation's super user. Please create a password for your account using the link below, and proceed to the nomination form. Unrestricted access to HPV contract information and services such as VPCS, Recallnet will be available once your account has been approved by your super user.

<https://staging.hpv.org.au/Security/changepassword?m=16023&t=36640f10cf1c87077060a2590b88cdfbf1ec6f9c0d034350cf9eb75ce1d60bf1434d61b7c54a04f365fbef335e9d9d9150f6be2661e9cd94c10faebd9b07684>

A red arrow points to the link above.

Guide to assist reference group members completing the nomination form

- Click on the nominations form link in the nominations email received from HSVnominations@healthsharevic.org.au to open the Nomination Form

Mon 1/07/2019 3:47 PM

[For Action] HPV Nomination - Non-Emergency Patient Transport (HPVC2014-069)

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<https://staging.hpv.org.au/Security/changepassword?m=16023&t=36640f10cf1c87077060a2590b88cdfb1ec6f9c0d034350cf9eb75ce1d60bf1434d61b7c54a04f365fbef335e9d9d9150f6be2661e9cd94c10faebd9b07684>

Please click [here](#) or copy and paste the below link in your browser to complete the nomination form to progress your nomination

<https://staging.hpv.org.au/nomination-form/?i=924235a2c5238dc63b88b7347ca36c2cba09c5b2&t=7d3c79ee600dac7fe8ddc1fce6d9e205e49f211c>

Please also review the three attached documents to familiarise yourself with the function of HPV's reference groups and your responsibilities as a member.

If you have any questions please do not hesitate to contact your health service's nominations coordinator or HPV's Health Services Helpdesk on phone (03) 9947 3900 or email healthservices@hpv.zendesk.com.

- If you already have a website account, click on the nominations form link in the email and sign in to the website with your existing credentials

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

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Action Items

Activity Number: HPVC2014-069

Estimated Time Commitment:

Mid - late Feb 2019

We greatly value your contribution to this group and willingness to share your knowledge, expertise and time. Your support in developing the product and/or service specifications and evaluating suppliers' offers will help ensure the best possible outcome for Victoria's public hospitals and health services.

Please click [here](#) or copy and paste the below link in your browser to complete the nomination form to progress your nomination

<https://staging.hpv.org.au/nomination-form/?i=bb56c52b96fa088c982b4553f8f8de34f0a30eed&t=e6fa4ea5f1be2f994b86c70fe5b4f063ac6e4562>

Please also review the three attached documents to familiarise yourself with the function of HPV's reference groups and your responsibilities as a member.

If you have any questions please do not hesitate to contact your health service's nominations coordinator or HPV's Health Services Helpdesk on phone (03) 9947 3900 or email healthservices@hpv.zendesk.com.

Thank you,
Elaine Ko
Chief Executive

Please do not reply directly to this email

5. Fill in all the fields in the Nomination Form

Group Name
Biopharmaceuticals Long-Acting Granulocyte-Colony Stimulating Factor

First Name
Bob

Surname
Test

Position (required)
Tester

Department (required)
Testing

Health Service (required)
Test HS

Country Code (required)
Australia (61) ▼

Phone No. (required)
Australian numbers (61) must be 10 digits and start with a 0 (e.g. 0400123456, 0391234567)

Country Code (Mobile)
Australia (61) ▼

Mobile No.
Australian numbers (61) must be 10 digits and start with a 0 (e.g. 0400123456, 0391234567)

Email Address (required)
Bob.Test@tesths.org.au

Secondary Email Address (preferred contact email address)

Please outline relevant experience, knowledge and/or qualifications to support your nomination for this PRG.
(required)

6. Click Submit. Your health service nominations coordinator will receive an email notifying them of your response

Note:

- Please use the email address from your health service when completing the nominations form
- The health service name and email address fields are set to read only, if these are incorrect, please contact the HPV helpdesk at helpdesk@healthsharevic.org.au for assistance
- If you have any potential conflicts of interest, declare them by selecting “Yes” for the ‘I have a conflict of interest to declare’ field. Additional fields will then be displayed to populate
- You will receive email notifications from the portal should there be any queries from your nominations coordinator relating to your nominations submission
- You will receive a confirmation email once your nomination has been approved by your health service nominations approver (CEO, CPO or delegate)

Guide to assist reference group members completing the nomination form

Group Name
Biopharmaceuticals Long-Acting Granulocyte-Colony Stimulating Factor

First Name
Bob

Surname
Test

Position (required)
Supply Manager

Department (required)
Procurement

Health Service (required)
Test HS

Country Code (required)
Australia (61)

Phone No. (required)

Australian numbers (61) must be 10 digits and start with a 0 (e.g. 0400123456, 0391234567)

Country Code (Mobile)
Australia (61)

Mobile No.

Australian numbers (61) must be 10 digits and start with a 0 (e.g. 0400123456, 0391234567)

Email Address (required)
Bob.Test@tesths.org.au

Secondary Email Address (preferred contact email address)

Please outline relevant experience, knowledge and/or qualifications to support your nomination for this PRG. (required)

If any of the details are incorrect you can update these details by performing the steps outlined below:

1. Go to the field where the profile details are incorrect
2. Update the value in the field
3. Complete the rest of the nomination form
4. Click Submit
 - Your health service nominations coordinator will receive an email notifying them of your response
 - Changes to any of the profile fields will be automatically updated in your website profile

Note:

- The health service name and email address fields are set to read only, if these are incorrect, please contact the HPV helpdesk at helpdesk@healthsharevic.org.au for assistance

Appendix 1: HPV Nominations Process Summary

