

# HSV Nominations Portal: Approver Guide

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## Approving a Nomination

Once you have received an email from HSV informing you that have a nomination to approve for your health service, you can access the Nominations Portal via the link within the email.

Please note if you have a HSV website account, please ensure you log out of the HSV website before clicking the approval link in the email. If you are a Nomination Approver as well as a Nomination Coordinator, the website will set you only as Coordinator if you are logged into the website.

To approve nominations you do not need to log in, and need to ensure you are actively logged out of your website account before approving.

Click on the link in the nominations email received from [HSVnominations@healthshare.org.au](mailto:HSVnominations@healthshare.org.au) to open the health service CEO, CPO, delegate dashboard and review the responses from the nominees.

### 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.

Export as CSV

	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	virginia@tesths.org.au	Director of People & Culture	Sent to CEO or delegated authority	CEO@tesths.org.au	<a href="#">View</a>
<input type="checkbox"/>	15/02/2019	Non-Emergency Patient Transport	Contract Management Group	Bob Test	bob@tesths.org.au	tester	Sent to CEO or delegated authority	CEO@tesths.org.au	<a href="#">View</a>
<input type="checkbox"/>	07/02/2019	Respiratory Products	Product Reference Group	Peter	peter@tesths.org.au	Manager, Facilities	Sent to CEO or delegated authority	CEO@tesths.org.au	<a href="#">View</a>

Confirm selected nominations

## Approving a Single Nomination

1. Review the nominations in the dashboard that are awaiting approval
2. Click "View" in the Actions Available field to review the individual nomination. The submitted Nomination Form will open

## Guide to approve HSV Reference Group Nominations

3. Select the relevant action from the drop-down menu at the bottom of the form. The three available actions are; Query, Deny, Approve

The screenshot shows a form with a dropdown menu labeled 'Action' containing the text 'Please select'. Below the dropdown is a green button labeled 'SUBMIT'.

<b>Query</b>	Your comments will be sent via email to your health service nominations coordinator for review
<b>Deny</b>	The nomination will be marked as denied and the nominations coordinator for your health service will be notified of the outcome
<b>Approve</b>	The nomination will now be marked as approved and the nominations coordinator for your health service will be notified of the outcome

4. Click "Submit" to confirm the outcome for the nomination. Note: the nominee will also receive an automated email advising them that their nomination for the reference group has been approved.

### Approving Multiple Nominations

1. Review the nominations in the dashboard that are awaiting approval
2. Click "View" in the Actions Available field to review the individual nomination responses. The submitted Nomination Form will open
3. Click "Back to Nominations" to return to the nominations dashboard
4. Repeat steps 2-3 for each nomination you wish to review
5. Select all the nominations you would like to approve by checking the selection boxes next to the relevant nomination

	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	virginia@tesths.org.au	Director of People & Culture	Sent to CEO or delegated authority	CEO@tesths.org.au	<ul style="list-style-type: none"> <li>View</li> <li>Withdraw Nomination</li> <li>Nominate</li> </ul>
<input checked="" type="checkbox"/>	15/02/2019	Non-Emergency Patient Transport	Contract Management Group	Bob Test	bob@tesths.org.au	tester	Sent to CEO or delegated authority	CEO@tesths.org.au	<ul style="list-style-type: none"> <li>View</li> <li>Withdraw Nomination</li> <li>Nominate</li> </ul>
<input type="checkbox"/>	07/02/2019	Respiratory Products	Product Reference Group	Peter	peter@tesths.org.au	Manager, Facilities	Sent to CEO or delegated authority	CEO@tesths.org.au	<ul style="list-style-type: none"> <li>View</li> <li>Withdraw Nomination</li> <li>Nominate</li> </ul>

Confirm selected nominations

6. Scroll to the bottom of the page and click Confirm Selected Nominations. All of the nominations that were selected will now be marked as approved

## Appendix 1: HSV Nominations Process Summary

