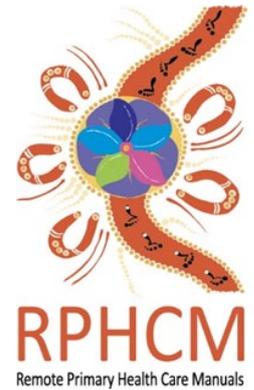


24th July 2020

Invitation for health professionals to participate in the Review of the Remote Primary Health Care Manuals



Dear Health Service Manager

The highly respected Remote Primary Health Care Manuals- *CARPA Standard Treatment Manual*, *Minymaku Kutja Tjukurpa - Women's Business Manual*, *Clinical Procedures Manual for remote and rural practice* and *Medicines Book for Aboriginal and Torres Strait Islander Health Practitioners* (illustrated below) are used across Australia to guide and support the provision of high quality, evidence-based care to people living in rural and remote areas. The manuals are a collaborative initiative of the Centre for Remote Health, CRANaplus, the Central Australian Rural Practitioners Association (CARPA), and Central Australian Aboriginal Congress who form a governance committee that oversees this project.

The manuals have a focus on Indigenous health and are produced for primary health care workers including Aboriginal Health Practitioners, doctors, nurses and allied health professionals. They are widely used in clinical and community settings across Australia, are formally endorsed to guide practice by government and community-controlled health services across the Northern Territory and are widely used in remote areas of South Australia and Western Australia. The manuals are regularly updated to ensure they reflect the latest evidence, a review process has recently commenced and will be completed in 2022.



A distinctive feature of the manuals is that they are produced by the user for the user. This process has been integral in ensuring that the manuals are not only based on the latest evidence to enable the provision of high-quality health care, but also ensures that the manuals are grounded in the practicalities of remote practice and are relevant and appropriate for Aboriginal and Torres Strait Islander communities. Therefore, the project review team is keen to invite organisations and individual users of the manuals to collaborate in the review process.

As an organisation that has used the manuals, we would welcome involvement from your staff in the review process. There are several ways that health professionals can support the review of the manuals to ensure that they are appropriate and accessible for your organisation and the communities that you service. All contributions to the project are voluntary and are supported by a small project team to reduce the burden of administrative tasks and improve the efficiency of processes.

- Cultural Advisory Groups- we are inviting Aboriginal and Torres Strait Islander Health Practitioners and Community Based Workers to participate in cultural advisory groups. These groups will meet at set points throughout the review process to review protocols and ensure that the content and presentation of the manuals is appropriate. A series of groups reflecting the diversity of users of the manuals, in terms of health content as well as community and organisational context, will be established with each group meeting for 1-2 hours a fortnight over a period of up to 3 months. Members of these groups will be able to consult with their communities and other people between meetings to allow for wider community engagement and decision making.

- Editorial Committee Membership- we are inviting Aboriginal and Torres Strait Islander Health Practitioners and experienced health professionals to participate as a member of the project Editorial Committee. The committee is made up of highly experienced and respected remote health clinicians who oversee the review process of the manuals and ensure that manual content is relevant, evidence based and context appropriate. The committee is multi-disciplinary and representative of the geographical regions and diversity of organisations that use the manuals. Members meet via videoconference (MS Teams) for one hour per month (scheduled in advance) and come together for a one-two day face-to-face meeting in Alice Springs twice per year (travel and accommodation costs are covered by the RPHCM project). Members are expected to participate in some pre-reading and commenting activities between meetings (this is expected to average 4-6 hours per month)
- Reviewers- Health professionals (Aboriginal Health Practitioners, Medical Officers, Nurses, Midwives and Allied Health Professionals) with clinical expertise and experience in remote health are invited to review protocols and guidelines to provide advice on content and presentation of the manuals. An app has recently been developed to improve the ease and efficiency of the review process. Reviewers will be assigned several grouped protocols to review based on their area of expertise/experience and their capacity to assist in the review process. Health professionals with expertise in protocol topic areas may assist in review of evidence-based content and users of the manuals check the content, wording, and presentation to ensure it is useful and can be applied to practice. Time-based expert advisory groups of reviewers (meeting on 2-3 occasions over a period of up to 3 months) may be established to guide the review of any protocols for which there is limited evidence or for which expert consensus is required.

HOW TO PARTICIPATE IN THE REVIEW OF THESE IMPORTANT MANUALS:

Your organisation may have identified staff that could assist in the review process or alternatively you may like to seek expressions of interest from suitable staff.

To register interest in the project staff are requested to complete the attached Expression of Interest form and seek line manager approval for their participation. Completed forms are to be returned to:

remotephcmmanuals@flinders.edu.au

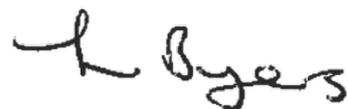
Thankyou for your consideration of organisational involvement in the RPHCM project and for your ongoing support. Please do not hesitate to contact our team to discuss the manuals further or with any queries.

Anthea Brand

Anthea Brand

Director Remote Primary Health Care Manuals
Centre for Remote Health, Flinders University

Yours sincerely,



Lyn Byers

Chair Editorial Committee
Remote Primary Health Care Manuals

Expression of Interest

Remote Primary Health Care Manuals



Name: _____

Email: _____

Phone: _____

I would like to participate in the review of the Remote Primary Health Care Manuals as a:

Aboriginal or Torres Strait Islander Advisor

Reviewer

Member of the Editorial Committee

Professional background:

Doctor/Medical Officer

Nurse/Midwife

Aboriginal or Torres Strait Islander Health Practitioner or Health Worker

Allied Health Professional _____

Current role: _____

Organisation: _____

Do you have line manager approval to participate in RPHCM activities? Yes No

Are there any restrictions on your participation in RPHCM activities (eg. Time restrictions) Please describe what these are:

Please tell us about your experiences working in remote and/or Indigenous health:

Please tell us about any areas of health or clinical specialist knowledge or skills that you have:

Please tell us about any experience that you have in developing guidelines, protocols or procedures:

Is there anything else you would like the project team to know about you?

Thankyou for your expression of interest in assisting in the Remote Primary Health Care Manuals Project.
Please return your completed form to remotephcmmanuals@flinders.edu.au