

Guidelines for Specialty Practice discussion forum moderators

Background

Discussion forums are an important platform for members of SHPA Specialty Practice to support each other in their practice. Through this channel, members can tap into the expertise of fellow members, and share their knowledge for the benefit of others. This could include, but is not limited to, questions about practice, current clinical challenges, useful resources or case studies.

Appointment of moderators

SHPA Specialty Practice Discussion Forums are the responsibility of the SHPA Advocacy and Leadership Team. Each Specialty Practice Leadership Committee, together with the SHPA Secretariat, is responsible for moderating their general discussion forum, which is located on the Stream's home page in the Online CPD website (Moodle). Each Leadership Committee needs to appoint at least one Committee member as the discussion forum moderator. This role is reviewed at least annually.

Responsibilities of moderators

1. Monitor and review discussion forum posts at least twice each week to ensure:
 - relevance to the specialty practice stream
 - compliance with the [SHPA discussion forum user guide](#)
2. Refer serious breaches to the SHPA Secretariat (specialtypractice@shpa.org.au) within 48 hours.
3. Ensure that posts receive a response, by answering the query or referring to a member who is able to answer it.
4. Ensure compliance with the policy on job advertisements as outlined in the [SHPA discussion forum user guide](#)
5. Regularly report discussion forum topics and discussions to Leadership Committee.

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