

SHPA discussion forum user guide

Discussion forums are an important opportunity for members of SHPA's Specialty Practice to support each other in their practice. Through this channel you can tap into the expertise of your fellow members and share your knowledge for the benefit of others. This could include questions about practice, current clinical challenges, useful resources or case studies.

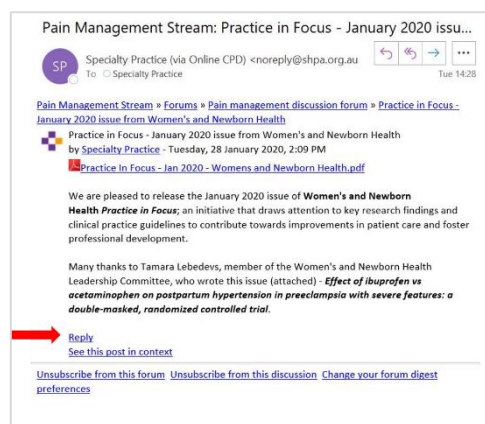
Tips for posting

1. To provide other forum users with context of your questions and answers in forum posts, SHPA requests that members include in their posts
 - name
 - position
 - health service/employer
 - Leadership Committee or Practice Group membership
 - background information to the query, e.g. where else have you looked for information, context of the query
2. When sharing an article that you think is interesting, please also share your thoughts on the article and how it is relevant or important to members and their practice.
3. Only share full-text articles that you have permission to share broadly. Any articles that open access, published in JPPR or are available through SHPA's EBSCOhost subscription may be shared.
4. Please do not use the Specialty Practice forums to advertise jobs. The [SHPA Job Board](#) is available for that.
5. Please do not use discussion forums to sell surplus stock

Replying to posts

To reply to a discussion forum posts from your email, simply click on the **REPLY** link which will take to into the forum.

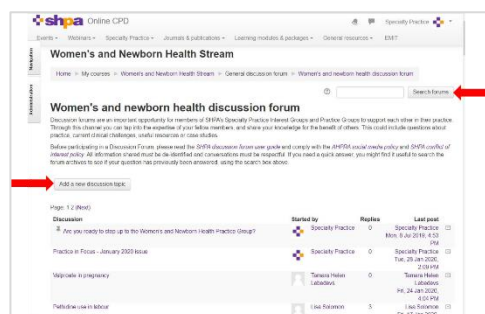
You can also reply from within the discussion thread in Moodle.



Starting a new thread

To start a new discussion, click on the **Add a new discussion topic** button, and write your post. You can attach documents and links to your post.

If you need a quick answer to a question, search the forum archives using the **Search forums** tool (top RHS of forum page) as previous queries, answers and conversations are retained within the discussion forum indefinitely.



Settings to manage email volume

To manage the email volume from discussion forums, you can change your preferences within the Online CPD website or use the sorting/filtering 'rules' within your email platform.

Changing Online CPD settings

You can apply the following settings to your forum subscriptions to adjust the frequency of emails from the SHPA discussion forums. Please note that the settings will apply to all forums you are subscribed to.

- an email for every forum post (no digest) (default)
you will receive an email for every forum post in all forums you are subscribed to
- a single daily email containing the full posts for all forums you are subscribed to (Complete)
- a single daily email containing the subjects of posts for all forums you are subscribed to (Subjects).

To change your settings

1. Login at shpa.moodle.com.au
2. Click on your name or image (at top RHS of page)
3. Click *Preferences*
4. Click *Forum preferences*
5. Expand to reveal a number of settings under *Email digest type*
6. Select *Email digest type* from these options
 - *No digest (single email per forum post)*
 - *Complete (daily email with full posts)*
 - *Subjects (daily email with subjects only)*

Filter or sort emails in your email platform

In most email platforms you can automate email sorting or filtering to store specific emails, e.g. from a particular sender (e.g. noreply@shpa.org.au) or with a particular subject line, in a designated folder for later reading.

You can use this function to keep your inbox clear of forum notifications, then read the forum posts in the designated folder at a time that suits you. Using this feature means that you will still receive the forum notifications in a timely manner.

Use the HELP function in your email platform to find out more, examples below.

- [Manage email messages by using rules in Microsoft Outlook](#)
- [Create rules to filter your emails in Gmail](#)
- [Use rules to manage emails you receive in Mail on Mac](#)

Etiquette

Discussion forums are a form of social media. Your contributions are recorded and retained indefinitely, and despite being posted in a private setting, could become public.

When participating in discussion forums you should engage respectfully, deidentify cases so you do not breach anyone's privacy, including patients, colleagues or your employer, and comply with

- [AHPRA social media guidance](#), which states that health practitioners should be aware of their ethical and regulatory responsibilities when they are interacting online, just as when they interact in person, and that health professionals need to maintain professional standards and be aware of the implications of their actions, as in all professional circumstances
- [SHPA Conflict of Interest Policy](#)
- [SHPA Code of Ethics](#)

Not receiving forum emails?

If you are not receiving any emails of posts being made to the discussion forums in Moodle, your hospital firewall or email platform may be processing them as spam.

Follow [these Troubleshooting tips](#) to make receipt of these emails more reliable.

If you want to change the email address to which these posts are sent, please follow these steps. By default, the Online CPD system sends emails to the email linked to your user account. To change this, either click *Edit Profile* and change your email address for the whole account **or** re-direct notifications to a different email address, as follows:

1. Login at shpa.moodle.com.au
2. Click on your name or image (at top RHS of page)
3. Click *Preferences*
4. Click *Notification preferences*
5. Select the cog next to *Email* column heading (far RH column)
6. Enter an alternate email address in the *Send email notifications to* field.
7. Save changes

Need help?

Please contact the SHPA Specialty Practice team at specialtypractice@shpa.org.au.

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