

Arthritis Australia Consumer Advisory Panel Selection Process and Criteria

Categories of Consumer Panel Representation

The membership of the Consumer Advisory Panel aims to broadly reflect the arthritis consumer community and will include representation of the following:

1. Each State and Territory
2. Lived experience of the following conditions (the most prevalent forms of arthritis) including:
 - a. Osteoarthritis
 - b. Rheumatoid Arthritis
 - c. Gout
 - d. Fibromyalgia
 - e. Psoriatic Arthritis
 - f. Ankylosing Spondylarthritis
 - g. Sjogren's Syndrome
 - h. SLE (Lupus)
 - i. Scleroderma
 - j. Juvenile Arthritis
 - k. Other arthritic conditions
3. Other key perspectives including:
 - a. A mix of ages
 - b. A mix of genders
 - c. Rural
 - d. Culturally or linguistically diverse
 - e. Aboriginal and Torres Strait Islander Peoples
 - f. Varied work/study status (student, employed, retired)

Who can make nominations

Nominations of one or more individuals for potential positions on the CAP can be made by:

- Affiliated arthritis organisations;
- Recognised consumer organisations representing specific condition groups;
- Individuals, provided that they can demonstrate a strong and ongoing connection with a substantial consumer-based arthritis network, or provide a key perspective as outlined in point 3 above.

Selection Process

The Board of Arthritis Australia will establish a selection committee to assess the nominations against the selection criteria and consumer categories. The committee will establish an order of merit for appointment. The committee will ensure that, as far as practicable, that the order of merit has regard to ensuring that the Panel will be broadly representative of the above categories of arthritis community in Australia. The committee will make recommendations to the Board for appointments to the Panel.

Selection Criteria

Essential

- Ability to reflect the perspectives of the arthritis community and/or the condition group they represent.
- Capacity to reflect on and present broader consumer issues, rather than focusing on personal concerns or individual issues.
- Connections with established formal or informal consumer organisations or networks.
- Demonstrated interest and passion for representing the consumer perspective to Arthritis Australia, the treatment and research community, and the broader Australian community.
- Be 16 years of age or over.
- Be able to participate in a minimum of four meetings a year (virtually or face-to-face).
- Be able to work constructively with fellow Panel members.

Desirable

- Knowledge of public health issues and health policy.
- Be able to articulate the issues that impact on a range of consumers and communities.
- Willingness to participate in additional activities such as project steering committees, working groups, assessment panels (e.g. research grant applications, product ease of opening/use) and specific purpose advisory groups.
- Demonstrated understanding of consumer participation principles.

Consumer Representative Nomination Information

Thank you for your interest in being a consumer representative. Please read through these guidance notes before completing your application. Please ensure that you:

- complete the Consumer Representative Nomination Form;
- enclose a CV or brief resume;
- enclose a letter of endorsement from an Affiliate Arthritis organisation or consumer network to which you belong;
- include additional information in support of your application, as outlined below.

Send your completed application to policy@arthritisaustralia.com.au by Friday 29 January 2021.

Please ensure that the information you provide is relevant to the Panel categories of consumer representation, the selection criteria or the issues you have expressed an interest in representing, as well as any experience you may have as a consumer representative.

The nomination form asks for certain information for Arthritis Australia to consider when making a decision. Guidance on the sort of information to provide for each question number is provided below:

Your interest in the area.

Whether you are a consumer in the areas that form Panel's terms of reference, or of the issues that you have expressed an interest in.

What experiences you have had that will help you in your role as a consumer representative and / or are relevant to the work of the Panel. This includes membership of groups / committees and any previous consumer representative experience.

Consumer or community organisation(s) you belong to or work with that could support you as a consumer representative – for example, to give you information, talk to you about difficulties, put you in touch with other consumers.

Formal qualifications or training are not expected for consumer representation. However Arthritis Australia is interested in knowing what other skills or perspectives other than consumer experience you will bring to the Panel, and whether you will face any conflict of interest (for example, a professional interest in the issue or a relevant work history).

Disclosure of information

The information you provide in your nomination form and in any attached CV or other documents may be made available to the Arthritis Australia Secretariat or Board. Staff and Board members are bound by Arthritis Australia's Privacy Policy.

Conflict of Interest

Consumer Representatives should declare any conflict of interest, or a potential or perceived conflict of interest, when nominating to be a Consumer Representative. If a conflict of interest was not declared, or arises, Consumer Representatives must notify Arthritis Australia. Remember that conflict of interest can be interpreted more broadly than simply a financial interest – for example, you might sit on one committee which has contracted work from your new committee or you might stand to benefit from a treatment under discussion.

Confidentiality

Consumer Representatives will be required to sign a confidentiality agreement and undertake to keep some aspects of their work confidential. Confidentiality Deeds can have legal implications. Consumer Representatives must adhere to any confidentiality agreement they make and should ensure that they understand the requirements and implications of any agreement that they sign.

All members of the Panel will have a duty to clarify any issues of confidentiality before speaking publicly about any matters. The Panel may deal with matters of a personal or commercial nature which may be required to remain confidential or be embargoed until a public announcement is made. If there is any uncertainty about the confidential status of information acquired by members of the Consumer Advisory Panel, advice will be sought from the Chief Executive before the material is released or discussed outside the Panel.

Unsuccessful nominees

If you are unsuccessful, you will be advised, and your nomination will be kept on the expressions of interest file for the Panel.

Successful nominees

If you are successful, your nomination form and CV will be kept on the confidential file related to the Consumer Advisory Panel within Arthritis Australia. We recommend that you think carefully about the information you provide in support of your nomination so that you do not provide sensitive personal health information you do not wish to be disclosed to Arthritis Australia Board members or staff.

A small amount of detail, including your name and Arthritis Australia affiliate organisation or endorsing consumer network, will be passed on to unsuccessful nominees. These details will also be published on the Arthritis Australia website and newsletter. This builds awareness about our work and acknowledges the organisation which nominated you, and which has a role in supporting you.

Further information

If you would like any assistance in preparing your nomination, please do not hesitate to contact Arthritis Australia on (02) 9518 4441 or policy@arthritisaustralia.com.au .