

## Position Description – Health Professional Advisory Group Member

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Drafted by	Health Promotion Manager	Approved by CEO on	07/09/2023
Responsible person	Jessica Neri	Scheduled review date	07/09/2024

<b>Location:</b>	Online via Zoom (Health Professional Advisory Group Members may be located anywhere in Queensland or New South Wales), with potential for 1 face-to-face meeting per year.
<b>Hours:</b>	1-3 hours every second month. (Comprising of 1x meeting every second month along with meeting pre-reading/preparation. HPAG members may also be engaged by Arthritis Qld/NSW in between meetings from time to time.
<b>Availability:</b>	Scheduled meeting attendance and occasional email communication between meetings.
<b>Commitment:</b>	Appointed for a 24-month term.

### Purpose of the role

The purpose of Arthritis Queensland’s Health Professional Advisory Group (HPAG) is to act as a formal and ongoing mechanism to engage with health professionals working in arthritis diagnosis, management and support.

The HPAG provides information and guidance to Arthritis Queensland’s management and Board on ways in which Arthritis Queensland can better understand and respond to the diverse needs of Queenslanders living with arthritis and those who professionally care for them.

The HPAG complements Arthritis Queensland’s and Arthritis NSW’s respective Consumer Advisory Groups.

### Key Responsibilities

- Provide expert advice on medical, research, public health and other professional matters;
- Assist in, and provide advice on, Arthritis Queensland’s advocacy, policy and awareness work.
- Provide input and guidance on the development of Arthritis Queensland programs and services where relevant;
- Support Arthritis Queensland in achievement of its strategic objectives.

The HPAG play an influential role in decision-making processes; however, do not possess organisational decision-making capabilities.

### **Essential Requirements**

- Hold relevant qualifications and registration as one of the below professionals:
  - Rheumatologist
  - Orthopaedic Surgeon
  - Exercise & Sport Physician
  - General Practitioner
  - Pharmacist
  - Pain Specialist
  - Physiotherapist
  - Exercise Physiologist
  - Occupational Therapist
  - Podiatrist
  - Dietitian
  - Psychologist
  - Nurse Practitioner / Nurse
  - Aboriginal and Torres Strait Islander Health Practitioner
- Or, be a postgraduate student in one of the above professional areas (one member spot available).
  
- Professional interest and experience in arthritis management and/or arthritis research.
- Relative influence within your professional field.
- Available to attend 5-6 online meetings per year (days and times of meetings to be determined with group members).
- A willingness to share professional insights and viewpoints, and ability to work collaboratively and respectfully with other HPAG members from differing backgrounds.
- Ability to see beyond personal and professional interests and align thoughts and actions with Arthritis Queensland's Vision and Mission.

### **Desirable Attributes**

- Willingness to attend and participate in additional activities from time to time (for example local advocacy related activities/meetings)
- An understanding of non-profit consumer-focused organisations. Previous experience supporting non-profit organisations is highly desirable.
- Professional or personal experience with the NDIS.

### **Application and Selection**

To apply for a position on the HPAG, submit an application addressing the essential requirements and desirable attributes, along with CV via email to [jessica.neri@arthritis.org.au](mailto:jessica.neri@arthritis.org.au).

Further information for applicants:

- Arthritis Queensland understands that other commitments may prevent a HPAG member from being able to participate in the group at times. However, HPAG members are expected to consider other commitments and ensure they can commit to regular participation in the HPAG overtime before applying.
- HPAG members are appointed on a voluntary basis. Due to financial constraints, volunteers will not be reimbursed for any costs associated with this role. Arthritis Queensland, however, will make every reasonable attempt to avoid any such costs.
- To maintain group diversity, a maximum of one health professional from any one professional field will be selected. An initial HPAG will consist of 6-8 members.
- Proof of qualification or registration, and/or a police check may be required before appointment to the role. Successful applicants will also be required to declare conflicts of interest.

**DOCUMENT VERSION AND REVISION INFORMATION**

Action	By	Changes	Version	Date
Created	Health Promotion Manager	Created	1.0	06/09/2023
Approved	CEO	Nil	1.0	07/09/2023
Updated	Health Promotion Manager	Health professional list updated. Extended close date	1.1	3/10/2023
Approved				
Reviewed				
Approved				