

# Guidelines for Specialty Practice discussion forum moderators

## BACKGROUND

Discussion forums are an important opportunity for members of SHPA's Specialty Practice to support each other in their practice by sharing their expertise and knowledge.

## APPOINTMENT OF MODERATORS

SHPA Specialty Practice Discussion Forums are the responsibility of the SHPA Member Projects Team. Each Specialty Practice Leadership Committee, together with the SHPA Secretariat, is responsible for moderating their general discussion forum, which is located on the Interest Group'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

- 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](#).
- Refer serious breaches to the SHPA Secretariat ([specialtypractice@shpa.org.au](mailto:specialtypractice@shpa.org.au)) within 48 hours.
- Ensure that posts receive a response, by answering the query or referring to a member who is able to answer it.
- Ensure compliance with the policy on job advertisements as outlined in the [SHPA discussion forum user guide](#).
- Regularly report discussion forum topics and discussions to Leadership Committee.

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