

# Discussion Forum User Guide

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. Read this guide to learn more about:

- [Responsible forum use](#)
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## RESPONSIBLE FORUM USE

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

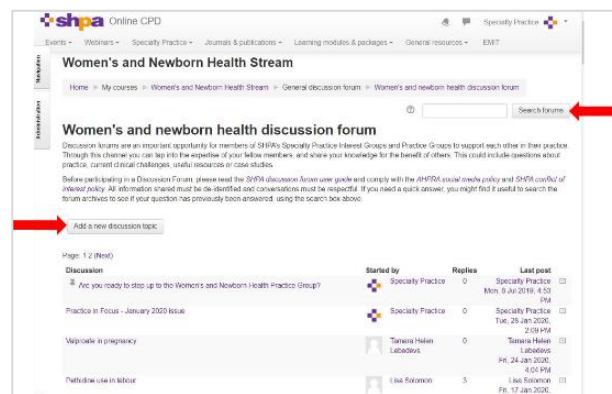
- [AHPRA social media guidance](#)
- [SHPA Conflict of Interest Policy](#)
- [SHPA Code of Ethics](#)

## TIPS FOR POSTING

1. Provide context to your query by **including the following information**:
  - your 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**, include what you found interesting and why you think it is relevant to members and their practice.
3. Only share full-text articles for which you have **permission to share**.
4. Please **do not advertise jobs** on the discussion forums, instead use the [SHPA Jobs Board](#).
5. Please **do not** use discussion forums to **sell surplus stock**.

## STARTING A NEW DISCUSSION THREAD

- First, check whether your question has been previously asked and answered using the **SEARCH** box (top RHS)
- 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.

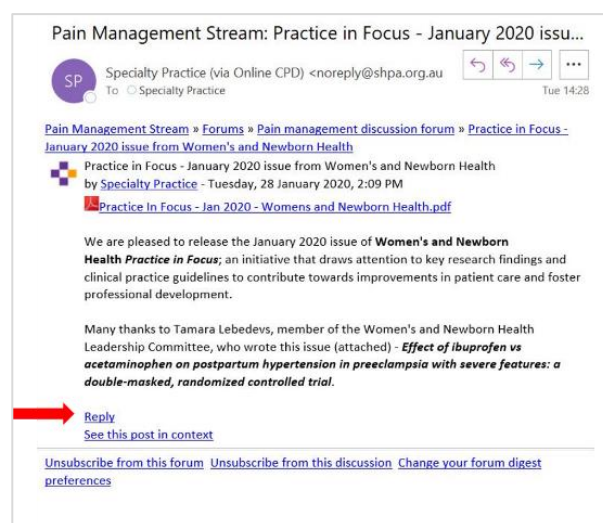


## REPLYING TO POSTS

- From a forum notification email, click on the **REPLY** link which will take to into the forum

or

- Reply from within the discussion thread in Online CPD.



## MANAGING YOUR EMAIL VOLUME

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

### Changing your preferences within the Online CPD website

1. Login at [onlinecpd.shpa.org.au](https://onlinecpd.shpa.org.au)
2. Click on your name or image (at top RHS of page)
3. Under User Account heading, Click **Forum preferences**
4. 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)

### Using the sorting/filtering 'rules' within your email platform

Use your email platform's automation tools to sort, filter or store specific emails – by a particular sender (e.g. [noreply@shpa.org.au](mailto:noreply@shpa.org.au)) or by a particular subject line – into a designated folder for later reading.

You will still receive forum notifications in a timely manner; however this function will keep your inbox clear of forum notifications so you may view them at a time that best suits you.

Use the **HELP** function in your email platform to find out more, e.g. [Microsoft Outlook](#); [Gmail](#); [Mail on Mac](#).

## TROUBLESHOOTING

If you're not receiving emails alerting you to posts on the discussion forums, it may be because your hospital firewall or email platform is identifying them as spam.

Follow [these troubleshooting tips](#) to make receipt of these emails more reliable, or either **change your user email address** or **add an alternative email address**:

### Change your user email address

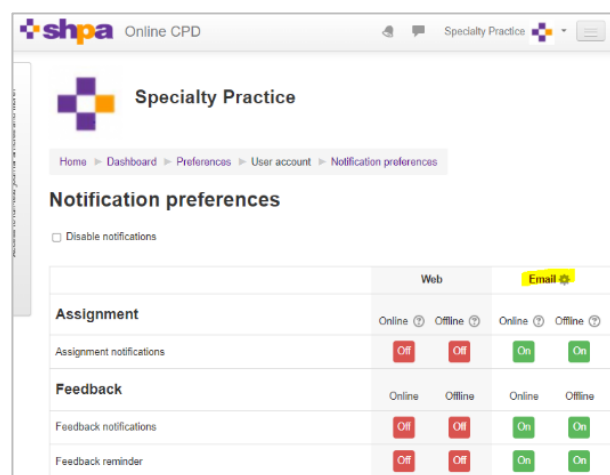
By default, the Online CPD system directs emails to the email address linked to your Online CPD member profile. To change this,

1. Login at [onlinecpd.shpa.org.au](https://onlinecpd.shpa.org.au)
2. Click on your name or image (at top RHS of page)
3. Under *User Details* click *Edit Profile* and change your email address.

### Add an alternative email address

To add an alternative email address to receive notifications without changing your user email address in your Online CPD member profile:

1. Login at [onlinecpd.shpa.org.au](https://onlinecpd.shpa.org.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



## FURTHER ASSISTANCE

Please contact the SHPA Specialty Practice team at [specialtypractice@shpa.org.au](mailto:specialtypractice@shpa.org.au).

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