



About the Networks

North Western Melbourne PHN is working to support and facilitate more opportunities for you to network with your peers.

There are two Networks available to people working in the NWMPHN region:

- North Western Melbourne Practice Manager Network
- North Western Melbourne Practice Nurse Network

The Networks are free to join, easy to use, and provide an opportunity for you to connect with your peers, regardless of where they are located in the region.

NWMPHN uses a platform called Basecamp to deliver the online Networks. Basecamp is traditionally a project management tool but can also be used effectively for creating an online community, providing a space for people to ask questions, get answers, attach documents, and share ideas.

Importantly, it is a way for you to easily connect with others who may be dealing with the same kinds of challenges as you are in your practice.

We hope you find value and support in connecting with this online community.

Participation guidelines

We encourage Network members to respond and contribute to discussions. However, by becoming a member and taking part, we ask that you adhere to the following guidelines:

Membership

- The North Western Melbourne Practice Manager Network is open to any staff with practice management duties working in a primary care setting in the NWMPHN region.
- The North Western Melbourne Practice Nurse Network is open to nurses working in a primary care setting in the NWMPHN region.
- Access to this forum is by invitation only. Requests to join the group should be sent to education@nwmpHN.org.au. We will confirm eligibility and then send an invitation link and sign up information.

Posting in the Discussion forums

- Check your facts, and if what you're posting is just your opinion, make sure you say so.
- Don't post copyrighted content without permission. Only post content if you have the right to do so.
- Only post relevant links. Always check that your links are to legitimate websites and are appropriate for the discussion.
- It's sometimes hard to express subtleties and tone in writing. Don't expect members to read between the lines – keep it simple and to the point.
- Don't post employment opportunities. Advertising for positions can be done directly through the NWMPHN [website](#).
- Don't advertise events or services. If you have something you wish to advertise, complete this [online form](#) for consideration in NWMPHN Newsletters.
- When responding to discussions using the "Reply via email" option, avoid including email signatures with images – these get added to Basecamp as files and make it harder for members to find relevant documents and resources.
- Discussions more than 6 months old will be archived. If there is an archived discussion you think is still relevant, you can request it be reopened by emailing education@nwmpnhn.org.au

Community guidelines

- Be polite, courteous and respectful of others. Constructive criticism can be very useful but avoid posting comments that are likely to offend or make people feel uncomfortable.
- Don't post obscene, racist, hateful, or objectionable content. If you do, we'll remove it, and might remove you from the Network.
- Don't reveal personal and/or private information about yourself or others, this includes patient details.
- Be understanding. Everyone has different ideas/views. Be open to hear these differences and respond constructively and respectfully. If you have a strong issue with any content that has been posted, please email education@nwmpnhn.org.au

NWMPHN involvement

- NWMPHN may post about events or resources that are relevant to the Network.
- NWMPHN staff may occasionally respond to posts, however this should not be expected, and these forums should not be used as a communication channel with the PHN. We check to ensure content is following guidelines, and will respond when considered appropriate, but ultimately this is a forum for you and your peers, so we will not engage with all discussions.
- You will be able to identify posts and comments by PHN staff as their profile photo will be the NWMPHN logo.
- If you are seeking information from NWMPHN, please contact your practice's relationship manager directly or via the PHN's [main contact channels](#).

Terms of use

Whilst every effort has been made to ensure that the information posted in the Basecamp forum is accurate, it does not constitute any form of advice, recommendation, representation, or endorsement by North Western Melbourne PHN. The information presented is considered reliable but is subject to change at any time without notice.

By participating in this forum, you agree that NWMPHN will not be liable for any direct, indirect or consequential loss arising from the use of the information and material contained within the site or from your access of other material on the internet via web links from this site.

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Access to this forum is by invitation only. As such we ask that you do not extend that invitation or allow others to use and access the forum with your login.

NWMPHN acknowledge the work of IEMML in developing these guidelines.

We acknowledge the peoples of the Kulin nation as the Traditional Owners of the land on which our work in the community takes place. We pay our respects to their Elders past and present.



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