



Murray Plains
Division Of
General Practice

CONSUMER REPRESENTATIVE PANEL MEMBER GUIDELINES

Position Consumer Representative Panel Member

Reports To Consumer Representative,
Board of Management,
Murray Plains Division of General Practice

PRIMARY OBJECTIVES:

- Convene local consumer focus group
- Participate in and contribute to Consumer Reference Panel meetings

DUTIES AND RESPONSIBILITIES:

- Participation in Reference Panel meetings to be held at 12:00 pm on a quarterly basis throughout the year, at locations that will rotate throughout townships within our region.
- Collect and report on information received from focus group meetings

- Contribute to Consumer Reference Panel recommendations and suggestions for Board of Management consideration
- Establish and convene local focus group in consultation and with support from Murray Plains Division of General Practice
- Assist in recruitment of focus group members within your region
- Participate in Murray Plains Division of General Practice orientation program

SUPPORT FOR UNDERTAKING ROLE

- Primarily a voluntary position with a \$100 establishment fee payable on receipt of a recipient created tax invoice at first Reference Panel meeting attended
- A sitting fee of \$25.00 per quarterly Reference Panel meeting will be paid in conjunction with a travel allowance as per Divisional policy beyond travel of 30 km when attending Reference Panel meetings
- Light lunch will be provided at Reference Panel meetings

KEY SELECTION CRITERIA

- Local community/consumer connections
- Previous involvement in community health issues
- Organisation and coordination skills
- Good communication skills
- Current Driver's license
- Phone and fax capabilities