

Terms of Reference: Future Health Today Consumer Advisory Group



Department of General Practice, Melbourne Medical School

24 October 2019

Background

Future Health Today (FHT) is a proactive digital health intervention that utilises data from electronic medical records to automate the detection of chronic disease and chronic disease risk and provides new opportunities for early intervention and evidence-informed management to improve health outcomes.

It is co-designed with general practice staff and patients/consumers to ensure that it is acceptable to both and fits in with general practice workflow. Initially focused on cardiovascular disease, type 2 diabetes and chronic kidney disease, FHT is being designed to later incorporate other chronic diseases and a patient portal.

FHT is delivered by a team of researchers and clinicians from the University of Melbourne and Western Health. It aims to provide a 'best practice' approach to the identification and management of chronic disease.

Purpose

The purpose of the Advisory Group is for researchers to learn from members' experiences about managing chronic illness from a general practice viewpoint, and about members ideas around early detection and better management of chronic illness.

Term

This Terms of Reference is effective from November 2019 and will be ongoing until terminated by the Lead Researcher. Membership is one, two or three years, as nominated by the member, and is renewable. There is opportunity to extend your involvement with Department of General Practice research activities.

Membership

The Consumer Advisory Group will have between 8 and 12 community representatives. Research experience is not necessary, but community members should have experience in managing their own, or caring for someone with, chronic illness. Department of General Practice staff working on the FHT program will chair and facilitate the meeting activities.

Appointments to the advisory group are made by the lead FHT researchers; they can also terminate appointments if a member does not adhere to the *Terms of Reference* and

Statement of Acceptance. Members are free to withdraw from their appointment. Please provide written advice to the researcher lead.

Roles and Responsibilities

The role of the FHT Consumer Advisory Group is to:

- provide input on FHT research activities and priorities
- share your experiences of engaging with general practice for chronic disease management

The following activities relate to fulfilling your role:

- contributing to facilitated discussion group meetings
- considering how general practice could be enhanced by interactive digital technologies
- reading information provided by the researcher in preparation for meetings (minimal)

FHT Advisory Group members should commit to:

- abide by the University of Melbourne Appropriate Workplace Behaviour Policy ([MPF1328](#))
- being respectful of others and accepting differences
- acting with integrity and honesty
- responding to communications in a timely way
- not disclosing confidential information
- attending as many activities as practical
- declaring any real or perceived conflicts of interest

Members of the FHT Advisory Group should expect the researcher group to:

- provide leadership and learning opportunities in a genuine and supportive way
- be accountable and transparent
- provide timely communication and notices.

Meetings

All meetings will be chaired by the lead researcher or their delegate. Items for discussion will be distributed prior to each meeting. Meeting times will be as convenient for most members. It is anticipated that there will be 2-4 meetings per year at the Department of General Practice, University of Melbourne. Meetings last approximately 90 minutes and include light meal or refreshments.

Amendment, Modification or Variation

This document may be amended, varied or modified by the Department of General Practice.

Postal address:

Future Health Today VicREN research advisory sub-committee
Department of General Practice
University of Melbourne, VIC 3010, Australia

Phone: 03 8344 xxxx

vicren-enquiries@unimelb.edu.au

<http://go.unimelb.edu.au/4mxx>