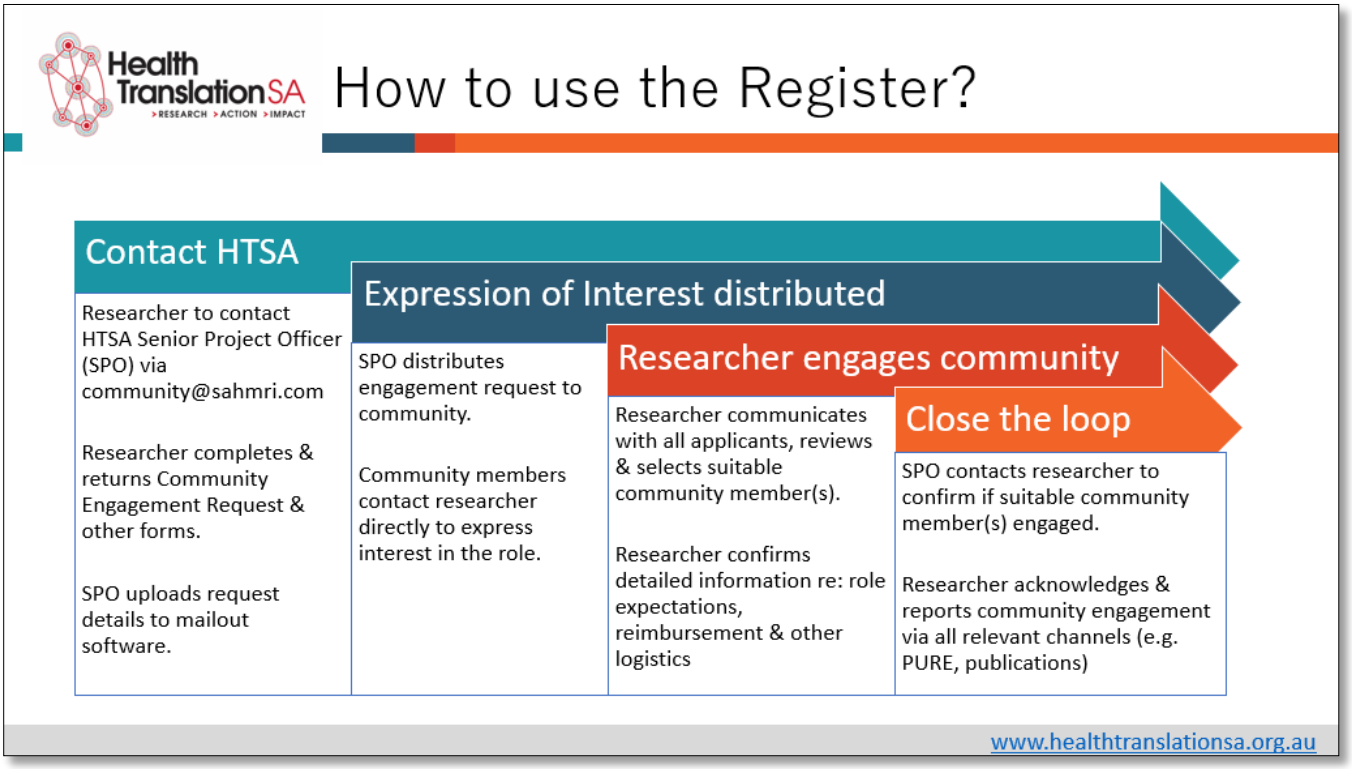
Community Interest Register (CIR)– Recruitment Process

SUMMARY



RECRUITMENT PROCESS

Note: document titles in bold are available online via the HTSA Consumer Engagement Toolkit.

STEP 1 – RESEARCHER CONTACTS HTSA

Researcher completes community engagement request and EOI forms (if being used) to the HTSA Senior Project Officer (SPO) via email to community@sahmri.com

Required: **Community Engagement Request Form**

Please use relevant open text fields in the form to detail:

- number/frequency/duration & method of engagement (face to face/videocall/email, 1:1/group)
- reimbursement rates/sitting fees
- timeline for recruitment (minimum 1 week to prepare EOI mailout and 2 weeks for consumers to respond)
- contact method & details for community response (via formal EOI form below or basic email/ phone call)

Optional: tailored **Call for Expression of Interest** form providing further details about the project and expectations of the community member fulfilling the role.

Optional: tailored **Expression of Interest** (EOI) form which functions as an 'application form' for community members to complete if they are interested in an opportunity.

STEP 2 – EOI DISTRIBUTED TO Community Interest Register

SPO will load details into mailout software and send preview to researcher for comment/edits.

SPO then sends engagement request to Community Interest Register members with a closing date for expressions of interest usually set for 2-4 weeks later, or other timing as dependent on the project.

Researcher and SPO will liaise regarding additional organisations and networks to share the mailout with (e.g. project-specific advocacy groups, not-for-profits, etc.)

STEP 3 – RESEARCHER ENGAGES COMMUNITY

Community members will contact the researcher directly in response to engagement request, either informally by phone/email, or formally through submission of the EOI form if being utilised.

Researcher is then responsible for:

1. Reviewing applications and selecting consumers who are suitable for the role
2. Communicating with all community members who express interest in the opportunity to advise if they have been chosen to participate or not.
   Optional: researcher may use a formal document such as the **Consumer Advisory Group Introductory Letter** to confirm participation or make contact via email or phone call.
3. Providing the chosen community member(s) with the following forms, and advising how to submit for reimbursement (noting it is the responsibility of the researcher to arrange payment from within their project funds):
   - **SAHMRI Consumer and Community Engagement Policy for Reimbursement and/or Sitting Fees of Advisory Groups** (or relevant external organisational policy)
   - **Community Engagement Expense Claim** (or relevant external organisational claim form)
   - **Australian Taxation Office: Statement by a Supplier**

STEP 4 – ENGAGEMENT REQUEST COMPLETED

SPO will contact researcher at the close of the EOI period to confirm if suitable consumers have been engaged and if there is need to extend the EOI period.

Researcher acknowledges and reports community engagement activity via relevant channels including:

- PURE activity reporting
- Publications
- Presentations