

<b>CONSUMER CONTRIBUTION FEE POLICY</b>	
<b>Initiated by:</b> ACvA Board	<b>Approved by:</b> ACvA Board
<b>Version:</b> 1.1	<b>Date Approved:</b> May 2022
<b>Supersedes:</b> 1.0	<b>Amendment date:</b> 17 April 2023
<b>Version history:</b> Version 1.1: Consumer remuneration rate increased from \$45/h to \$50/h to align with updates in the <a href="#">Health Consumers NSW Remuneration and reimbursement guidelines for consumer involvement in health and medical research policy</a> .	

### ACvA Consumer Contribution Fee Policy

The Australian Cardiovascular Alliance considers consumer engagement to be invaluable in our work. We are working to towards involving consumers in a range of ways across our strategic initiatives to support research.

### Types of consumer involvement and engagement

There are five types of consumer involvement

- **Personal engagement** - provide personal perspectives to raise awareness and to provide feedback to improve health services from an end users direct experience.
- **Advocates** - represent the broad views and experiences from a range of people unable to represent themselves.
- **Advisor** – those who participant in government policy or health services, when the views of diverse range of stakeholders are sort to provide advice and to influence the final decision.
- **Expert** – is where consumers participate in organisational boards or are in involved in high level advisory committees or major projects.
- **Partner** – where consumers are considered as equal partners with essential knowledge necessary for health reform, research and policy development and system change.

### Why do we need this policy?

This policy acknowledges that quality consumers engagement is both important and beneficial to medical research. Consumers are uniquely able to give input about whether health initiatives will work with real patients in practice. Consumers can be involved in the design of research, in the way research is conducted and in how the results are shared with the community. Consumer observations, thoughts and ideas can be helpful to inform more specific areas of research and address gaps in guideline development.

### Contribution fee

Recent guideline updates from Health Consumer NSW (October 2022) have recommended a contribution fee of \$50 per hour. Fees are paid for the time people spend in a meeting, as well as for time for pre-reading and follow up. For example, a 60-minute meeting, a total of 90 minutes (30min preparation) is paid: \$75.

Fees will be reviewed annually, in line with health consumer group guideline recommendations.

## Payment process

### Consumers with an ABN

- Need to complete the [Recipient Created Tax Invoice form](#) to create an invoice
- Send to ACVA secretariat for payment [accounts@yoursecretariat.com.au](mailto:accounts@yoursecretariat.com.au)

### Consumers without an ABN

- Need to complete the [Statement by a supplier form](#)
- Send to ACVA secretariat for payment [accounts@yoursecretariat.com.au](mailto:accounts@yoursecretariat.com.au)