

Guidelines for membership and operation of the NCIRS-AIP online discussion forum

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Background to NCIRS-AIP

The NCIRS – Australian Immunisation Professionals network (NCIRS-AIP) was created by the National Centre for Immunisation Research and Surveillance (NCIRS) in 2003 to foster communication between professionals involved in immunisation in Australia regarding research or policy development in immunisation or issues of interest and relevance to immunisation service providers. The group also welcomes professionals in other countries who wish to learn more about immunisation in Australia and/or communicate their experience with us.

Purpose of the NCIRS-AIP online discussion forum

The purpose of the NCIRS-AIP online discussion forum is to facilitate professional technical knowledge exchange in the area of immunisation.

NCIRS-AIP is a subscription-based group for immunisation professionals. People wanting to join this group must be willing to state clearly who they are, where they work and what their involvement with immunisation is.

We encourage all members to initiate and actively participate in discussions or respond to posts. In the interest of open and rapid communication, discussion content is not screened before it is posted to the online discussion forum. NCIRS keeps a watching brief on messages posted to the group and provides additional information where it is thought to be useful.

Purpose of these guidelines

The purpose of these guidelines is to:

- formalise the processes for the operation of the NCIRS-AIP discussion group
- provide list membership criteria
- provide guidance on acceptable content and use.

Subscription processing

Information about the NCIRS-AIP discussion forum and instructions for subscribing are available at www.ncirs.org.au/NCIRS-AIP.

The NCIRS-AIP subscription form requests that applicants provide information about their professional involvement in the field of immunisation (full name, position, organisation the applicant works for or represents, and a brief outline of their involvement with immunisation).

If the information received from the applicant meets the membership criteria of the list, the subscription request will be approved.

Membership criteria

Members working in the area of immunisation and/or vaccine preventable disease control

NCIRS-AIP is a subscription-based group for professionals working in the area of immunisation and/or vaccine preventable disease control; for example, immunisation service providers, program managers, public health staff, immunisation educators, researchers, policy makers and students formally enrolled in an educational course in a relevant area. As explained earlier, members are required to provide details of their professional involvement in immunisation when they join NCIRS-AIP.

Members employed by or working for pharmaceutical companies

NCIRS-AIP membership is open to individuals employed by pharmaceutical companies with responsibility for vaccine products.

If a pharmaceutical company employee who meets these criteria requests subscription to NCIRS-AIP, they must agree that they will not use NCIRS-AIP for product promotion and should regard all exchanges posted on NCIRS-AIP as confidential (except news or other items that are already in the public domain). Posts by other members should not be reproduced in any other forum without specific written permission of the member(s) involved.

Posting messages to NCIRS-AIP

Posting a message

To post a message to the NCIRS-AIP group, login at <http://www.ncirs.org.au/forum>

Material posted on NCIRS-AIP is expected to only represent the personal opinions of individual members. Message posted by an NCIRS staff member does not represent the opinion of NCIRS, unless specifically stated otherwise.

Generic questions or discussions on clinical management issues are welcome, but this forum is not the appropriate channel for seeking or providing specific advice on clinical management of an individual patient. Information that would allow identification of a specific patient, vaccinee or practitioner as the subject of a question/discussion should not be included in any post. **Replies to patient-specific immunisation queries posted to NCIRS-AIP are not a substitute for, and cannot be considered as, individual medical advice.**

Urgent and/or patient-specific immunisation queries should be directed in the first instance to:

1. your local public health unit immunisation coordinator or
2. your state or territory immunisation coordinator or
3. the Immunise Australia Information Hotline on 1800 671 811.

Content restrictions

- Members may post **job advertisements** that they think may be relevant to NCIRS-AIP members (remembering that members are from all over Australia and New Zealand). Advertisements must include clear contact details or an external link for replies (making it clear that replies to the advertisement should not be posted to the NCIRS-AIP discussion forum).
- Members may post information relating to **courses, conferences, workshops, meetings,** etc which are relevant to NCIRS-AIP members.
- Members may post links to relevant **press releases or media items** about specific immunisation-related issues in their local area, state or territory.
- Posting of advertisements for **commercial products** is prohibited.

Unsubscribing or changing your address, password or options

If you wish to unsubscribe, change your address, password or options, or get a password reminder, go to <http://ncirs.org.au/user>. You must know your password to change your options (including changing the password itself) or to unsubscribe.

List archives

Archives of messages previously posted to NCIRS-AIP are available at <http://www.ncirs.org.au/forum>. Archives are only available to list members.

Breaches of NCIRS-AIP guidelines

NCIRS, as administrator of the NCIRS-AIP discussion forum, reserves the right to unsubscribe members found to be in breach of these guidelines. Apparent breaches will be investigated as required and member(s) involved will be warned or unsubscribed as appropriate.

Complaints

Members who wish to lodge a complaint relating to the operation or content of NCIRS-AIP should contact NCIRS by emailing SCHN-NCIRS@health.nsw.gov.au.

Terms and Conditions

Please read the following terms and conditions relating to the use of NCIRS-AIP carefully. Any future changes to these guidelines and terms and conditions will be posted on the NCIRS website and communicated to all members.

These Terms and Conditions apply to use of the Australian Immunisation Professionals (NCIRS-AIP) discussion forum operated by the National Centre for Immunisation Research and Surveillance (NCIRS).

The NCIRS-AIP discussion forum is intended for professionals working in the areas of immunisation, development of vaccines and/or control of vaccine preventable diseases, and students formally enrolled in an educational course in these areas. To become a member of (subscribe to) the NCIRS-AIP discussion forum, you must state clearly who you are, where you work and what your involvement with immunisation is.

By subscribing to NCIRS-AIP you warrant that all of the information you provide to us at the time of subscription is true, complete and up-to-date. If you provide any information that is untrue, inaccurate or incomplete, or we have reasonable grounds to suspect that such is the case, NCIRS reserves the right to suspend or terminate your NCIRS-AIP subscription and refuse any future use of NCIRS-AIP.

By providing this information at the time of subscription, you acknowledge, accept and agree to abide by these terms and conditions of use. If you do not comply with these Terms and Conditions at any time, NCIRS reserves the right to cancel your NCIRS-AIP subscription.

You further agree not to request NCIRS-AIP subscription on behalf of someone else, or create a false or misleading identity for the purposes of subscribing to NCIRS-AIP.

If your subscription is cancelled for any reason, you agree not to subscribe again to NCIRS-AIP using another name or through any other means.

If NCIRS has reason to suspect that your subscription has previously been cancelled we reserve the right to reject or cancel any new subscription request.

You are entirely responsible for maintaining the confidentiality of your password and subscription information. You agree to notify the NCIRS-AIP administrator immediately in the event of any known or suspected unauthorised use of your subscription, or any known or suspected breach of security, including loss, theft or unauthorised disclosure of your or anyone else's password.

You are entirely responsible for any and all activities which occur under your subscription. You agree to immediately notify us of any unauthorised use of your subscription or any other breach of security known to you.

NCIRS does not accept any liability for any injury, loss or damage incurred by use of or in reliance on the information provided through the NCIRS-AIP email discussion group whether arising from negligence or otherwise.

NCIRS has made all reasonable efforts to ensure that content provided to NCIRS-AIP by NCIRS employees is accurate and up-to-date. However, NCIRS cannot guarantee complete accuracy of the content on NCIRS-AIP and assumes no legal liability or responsibility for the accuracy, currency or completeness of any information found on NCIRS-AIP.

Clinical decisions for an individual patient or vaccine recipient are the responsibility of the treating health care professional. Advice given on NCIRS-AIP regarding patient-specific immunisation queries is not a substitute for, and cannot be considered, as individual medical advice. Where any doubt exists regarding the appropriateness or not of any content on NCIRS-AIP, it is strongly recommended that further information and advice be sought before a clinical decision is made.

Group standards and conduct guidelines

You acknowledge that all content posted to NCIRS-AIP is the sole responsibility of the person who made such postings.

You agree not to use NCIRS-AIP to do, or attempt to do, any of the following:

- a. post materials that are unlawful, harmful, threatening, abusive, harassing, tortious, defamatory, vulgar, obscene, libelous, defamatory, invasive of another's privacy, hateful, or racially, ethnically, religiously, sexually or otherwise objectionable
- b. impersonate any person or entity, including, but not limited to, any user of NCIRS-AIP, an employee or representative of NCIRS, or any other person or entity, or falsely state or otherwise misrepresent an affiliation with NCIRS or any other person or entity
- c. post materials that are not your own or that you do not have a right to post
- d. post any materials that infringe upon any patent, trademark, trade secret, moral right, copyright, right of privacy or publicity or other proprietary rights of any party

- e. post unsolicited or unauthorised advertising or promotional materials, "junk mail", "spam", "chain letters", "pyramid schemes" or any other form of commercial solicitation or promotion
- f. post materials that contain software viruses or any other computer code, files or programs designed to interrupt, destroy, limit or divert the functionality of any computer software or hardware or telecommunications equipment
- g. disrupt the normal operation of NCIRS-AIP or otherwise act in a manner that negatively affects or otherwise diminishes the quality of another member's experience of NCIRS-AIP
- h. "stalk" or otherwise harass another member of NCIRS-AIP or employee of NCIRS
- i. solicit, collect or post personal data or attempt to solicit, collect or post personal data about other members of NCIRS-AIP (including user names or passwords) or about any other third party
- j. access or attempt to access another member's account without his or her consent.

Privacy policy

NCIRS is committed to protecting your privacy and security.

Personally identifiable information may include your name, work address, email address and telephone number. Such information is requested when you apply to subscribe to NCIRS-AIP to establish your eligibility for membership of NCIRS-AIP.

Information provided to NCIRS will be stored on a secure server maintained by The Children's Hospital at Westmead, accessible only by selected NCIRS employees.

NCIRS will not sell, share, license, trade or rent your personally identifiable information. De-identified aggregate data on enquiries received are sometimes reported by NCIRS, for example, in our newsletters.

If you are unsubscribed from NCIRS-AIP, whether that is done by you, NCIRS or automatically as a result of technical issues, NCIRS will continue to store the information you provided to establish your eligibility for membership of NCIRS-AIP (which includes personally identifiable information) to enable us to draw on this information in the event you should re-subscribe to NCIRS-AIP.

NCIRS reserves the right to use de-identified information pertaining to members' employment/involvement in immunisation, provided by members at the time of subscribing, to review and evaluate the membership and use of the NCIRS-AIP email group.