

WOVEN ASSIGNMENT CLIENT REQUEST FORM

Date:

Client:

Background

WOVEN: Whanau Ora Voices of Experience Network, formerly the Health Consumer Advisory Service, was established in March 2015, to enable health service providers to engage with consumers directly in the design of more effective health services, systems and support for those affected by long-term conditions (LTC). It was funded for this specific purpose by the Ministry of Health (MOH).

The popularity of the service led to a wider brief and we now provide consumer perspectives on a range of health matters to:

1. Ministry of Health LTC and other teams (MOH funded).
2. Other government departments engaged in health service delivery.
3. Other publicly funded agencies engaged in health services.
4. Other healthcare provider agencies and organisations.

Advisory services

The exact nature of the service provided in any given assignment will depend on the requirements of the client. Advisory services range from:

1. Participation as members of local, regional and national steering groups, particularly groups set up to review or redesign various services.
2. Provision of feedback on potential tools and services.
3. Input at workshops to help co-design future services or resources.
4. Testing of ideas with their own peers and networks.
5. Delivery of workshops about consumer advocacy and working with consumers.
6. Other forms of feedback and engagement.

Advisors can make their contribution through joining your group at face-to-face meetings, video, zoom or phone conferencing, or email as a group or individually.

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Fees

For Ministry of Health LTC teams, access to this service will be funded. For other groups, fees for advisor's time and travel are required. In the first instance, please fill out this form and send to [Susie Hill](#), who will be able to discuss your requirements and the options that are available to you.

Form

Please complete the following. The more information you can give us the better we can quote for your project (if applicable) and supply the most appropriate advisors.

Organisation:

Division/committee:

Key contact:

Contact details:

1. Describe the project/service/issue you need input into
2. How far advanced is the project?
3. How many consumer advisors do you require?
4. If the advisor is to be part of a group, how many members will be in the group?

5. List any particular demographic, knowledge or skill you require.
6. How often will the advisors need to be involved in the project?
7. What information will be provided to the advisors prior to the meeting(s)?
8. What expectations do you have of the advisor(s)?
9. Meeting venue details and date/times.
10. What is your estimate of the time requirement for the advisor(s)?
11. Do you expect the advisor(s) to make their contribution through face-to-face meetings, phone/video conference, in writing, or via email?
12. Is there anything else it would be useful for us to know?

Please forward the completed form to:

Susie Hill, WOVEN manager, susie@healthnavigator.org.nz 021 815 504

We look forward to discussing this assignment with you shortly.