

The Suicide Prevention Hub Expert Reviewer Job Description

Overview

The Suicide Prevention Hub: Best Practice Programs and Services (The Hub) is a user-friendly and publicly available, evidence-based online resource.

The Hub will support and inform Government and other providers involved in service planning and commissioning of suicide prevention activities at a local and regional level by only listing those programs and services with some level of evidence behind them, and by providing an expert assessment of the level of evidence behind those listed on The Hub. The Hub also aims to encourage and better equip the sector to improve the quality and quantity of evidence being collected for programs and services.

Expert Reviewers will be engaged to review the quality of research and evidence behind programs and services submitted to The Hub against review criteria developed specifically for The Hub.

Expert Reviewers will hold extensive experience and knowledge in research and/or evaluation processes, with experience in suicide prevention programs and/or services desirable.

Suicide Prevention Australia (SPA) will assign a minimum of two Expert Reviewers to each program/service submitted. Expert Reviewers will be provided with detailed Review Guidelines.

Appointed Expert Reviewers will provide advice and guidance to SPA when reviewing a program or service submission for The Hub. Expert Reviewers may be identified and nominated by the Suicide Prevention Hub Expert Advisory Group (EAG) Members, the SPA Board or other agencies with high level expertise, to focus on an area determined by the project team. Expert Reviewers may have experience in evaluation relating to the following disciplines:

- Lived experience of suicide
- Public health research
- Clinical research
- Evaluation
- Behavioural research
- Service delivery
- Priority populations, for example Aboriginal and Torres Strait Islander, young people Rural and remote, men, LGBTIQ etc.

To ensure the quality and efficacy of the review criteria developed specifically for The Hub, criteria will be evaluated over the first six months and may be revised accordingly. Expert Reviewers will be invited to contribute to this evaluation activity.

No. of reviewers per submission: At least two Expert Reviewers will be appointed for a single program or service submission.

Fee-Structure: It is proposed that Expert Reviewers will be paid at an hourly rate of \$100.00 (incl. GST) for a maximum of two hours.

Time commitment: The time it takes to complete a review is subject to the Expert Reviewer. Each review has been budgeted to take no more than two hours. To the best of our ability, SPA would limit the number of reviews per year to a maximum of five.

Review process: The Hub project team will review submissions and identify appropriate Expert Reviewers. Expert Reviewers will be sent an email and asked to log in to The Hub platform to complete the review within two to three weeks, or to notify the project team within five days if they are unable to complete the review in the time allocated. The email will provide instructions for accessing the program or service submission via The Hub platform.

Becoming a Reviewer: Not everyone who indicates interest in becoming an Expert Reviewer will be selected.

Professionals in the disciplines listed above are invited to contact Knowledge Exchange Manager, Michelle Kwan via email at thehub@suicidepreventonaust.org to indicate interest in becoming an Expert Reviewer. In your correspondence, please indicate why you think you are appropriately qualified to review programs and services for The Hub.

Please include relevant information about yourself such as your speciality area(s); publication history; knowledge of recently published research in your specialty area(s); and willingness to invest the time needed to thoroughly review the programs and services you agree to review. Please also provide an up-to-date Curriculum Vitae, ensuring detail is provided about any affiliations you have with suicide services and programs.

If you are selected to become an Expert Reviewer, you will be required to sign a **Confidentiality Agreement** (Appendix A) and complete a **Declaration of Interest** (Appendix B) related to the program or service that you have been assigned.

Options for managing payment:

1. Direct to Reviewer's Employer or Institution

The Reviewer's organisation (Employer or Institution) will need to submit an invoice to 'Suicide Prevention Australia' for the time spent conducting the review to a maximum of two hours.

2. Direct to Reviewer via invoice

Reviewers will need to submit an invoice under their personal ABN to 'Suicide Prevention Australia' for the time spent conducting the review to a maximum of two hours.

3. Other

If you are unable to do either of the above, please contact SPA.

Invoices should be emailed to SPA via accounts@suicidepreventionaust.org with the subject line: **Hub Reviewer Payment – [NAME OF REVIEWER]**. Payments will be processed on a fortnightly basis. For further information, please call SPA on 02 9262 1130.

Declaration of Interest: Reviewers will be asked to disclose any direct affiliations with organisations and programs/services in the suicide prevention sector.

Failure to declare an interest, without reasonable excuse may result in removal from the list of approved Reviewers for The Hub.

Any interest i.e. competing, financial or otherwise, does not disqualify a Reviewer from participating in the review process, however, SPA requests that Reviewers indicate any potential conflict that may arise in reviewing a particular program or service submission. Reviewers who have competing interest are required to declare this information and opt out of the review process for that program/service.

For The Hub Expert Review purposes, interests may fall into the broad domains of:

- involvement with the submission under review
- collaborations
- working relationships
- professional relationships and interests
- social relationships or interests
- teaching or supervisory relationships
- financial relationships or interests
- other interests or relationships.

Your interest/s declaration will enable The Hub's project team to determine whether or not, after the interest has been declared, you should be involved in the review process for that particular submission. See Appendix B for the **Declaration of Interest**.

Confidentiality: The information provided in program and service submissions is confidential. Reviewers must never copy, share, or discuss a program or service submission under review, or the data reported in it with anyone without written permission from the Submitter or SPA. Reviewers are required to sign a **Confidentiality Agreement** prior to becoming a Reviewer.

Privacy: Expert Reviewers will remain anonymous to the Submitter. The two Expert Reviewers assigned to each program/service will remain anonymous to one another, unless ratings differ. In this scenario, the Expert Reviewers may be introduced by SPA to determine a final rating

Appeals: Should a Submitter wish to appeal the outcome of their assessment, they can lodge an appeal to the SPA Knowledge Exchange Manager. This will be considered by the EAG and may involve the re-engagement of the original Reviewers assigned to the submission.

REVIEWER WORKFLOW PROCESS FOR THE HUB TRIAL

Once a Reviewer has been approved by The Hub project team, the following flow of activities will ensue once a program/service is assigned for formal review.

ACTIVITY	TIME TO COMPLETE
1. Expressions of Interest received from Reviewers	
2. Reviewers to return signed Confidentiality Agreement and Declaration of Interests	2 weeks
3. Reviewers called and assigned to a program/service	1 weeks
4. Reviewer to decide if they will review yes/no	1 week
5. Reviewer to assess assigned submission and complete score card	3 weeks
<i>6. Reviewer to send request to SPA for additional information (only if required) for further consideration in assessment</i>	2 weeks
<i>7. Submitters to provide additional information (if requested)</i>	2 weeks
<i>8. Reviewers to assess additional information (only if requested)</i>	2 weeks
<i>9. Submission assessment fully completed</i>	Up to 9 weeks
<i>10. (Potential re-review if appeal requested by Submitter)</i>	2 weeks to lodge
<i>11. Expert Advisory Group to determine if re-review required</i>	3 weeks
<i>12. Re-review if necessary</i>	Up to 9 weeks
13. Reviewer to invoice SPA for payment	Within 4 weeks of completing review

NB: Activities in italics may not be necessary.

APPENDIX A

Confidentiality Agreement

By signing this Confidentiality Agreement, individuals agree not to disclose the confidential information obtained, written or discussed during their tenure as an Expert Reviewer (Reviewer hereafter) for The Suicide Prevention Hub: Best Practice Programs and Services (The Hub).

All information provided to, and decisions made during their tenure as a Reviewer will be treated as commercial-in-confidence. Reviewers will not speak publicly about the business of The Hub without prior consent from SPA.

Reviewers will not reveal any confidential or proprietary information entrusted in the course of their duties as an Expert Reviewer for The Hub, and may not use or attempt to use any such information, documents or data, other than for the fulfilment of their duties.

Upon cessation of your tenure as a Reviewer for The Hub, and thereafter, Reviewers shall not reveal any confidential or proprietary information, which they obtained while being a Reviewer, and may not use or retain, or attempt to use or retain, any such information, documents or data.

By signing this form, I agree to the terms stated in this Confidentiality Agreement.

Print full name

Signed

Dated

Please return your completed Confidentiality Agreement via email to thehub@suicidepreventionaust.org.

APPENDIX B

Declaration of Interest

Prior to formal appointment as an Expert Reviewer for The Hub, you are required to declare any interests that may or may not exclude you from reviewing particular programs or services submitted into The Hub. Your interest/s declaration will enable The Hub's project team to determine the programs/services that will be assigned to you for review.

Conflicts of interest may include: involvement with the submission under review; collaborations; working relationships; professional relationships and interests; social relationships or interests; teaching or supervisory relationships; financial relationships or interests; or other interests or relationships.

Do you have any interests to declare? (please select one)

- No, I have no interests to declare.

- Yes, I have interests to declare.

Please disclose each organisation/program/service in the suicide prevention sector that you are affiliated with and provide a brief description of this affiliation:

By signing this form, I agree that I have declared all affiliations I have with programs/services/organisations in the suicide prevention sector.

Print full name

Signed

Dated

Please return your completed Declaration of Interest via email to thehub@suicidepreventionaust.org.