

ANZAHPE Hot Topic Action Groups – Policy (version 3)

Purpose

A Hot Topic Action Group (HTAG) connects ANZAHPE members around issues of mutual interest that are relevant to health professional educators and health professional education at the trans-Tasman level and globally. A HTAG serves several critical functions, including:

- Facilitating networking and collaboration on issues and matters that are important to ANZAHPE members and the broader community,
- Building scholarly capacity in health professional education
- Generating tangible outcomes that have a positive impact on health professional education
- Advancing the strategic priorities¹ of ANZAHPE

HTAG establishment and terms of membership

A HTAG can be proposed by any member using the ANZAHPE HTAG Expression of Interest (EOI) form ([add link here](#)).

Once established an HTAG can be led by a one or more persons (including the initial proposer) who will facilitate the ongoing activities of an HTAG. As HTAGs are a member benefit, it is expected that HTAG leads and members will be ANZAHPE members. Non-members who meet certain eligibility criteria can apply for concessional membership.

The ANZAHPE Board may also periodically invite EOIs for HTAGS aligned with strategic priorities.

Roles and responsibilities

ANZAHPE's role is to support HTAG establishment and ongoing activities through the provisions of a structure and supports for HTAGs to self-organise. ANZAHPE will also provide a HTAG policy. ANZAHPE may also provide an opportunity for HTAG leads and/or members to meet and network, as part of the online professional development program or the annual conference. ANZAHPE does not manage or provide administrative support for routine HTAG activities. The roles and responsibilities of HTAG leads/leadership team and ANZAHPE, relative to the stage of an HTAG are outlined in [Table 1](#).

HTAG activities and outputs

In addition to holding regular membership meetings and engaging in regular communications, a HTAG can engage in a range of activities including, but not limited to: hosting events (within or external to ANZAHPE), developing resources/educational materials, developing journal papers or conference presentations, and making invited contributions to ANZAHPE communications e.g., website, newsletter. See outputs outlined in [Table 1](#).

Dissemination of HTAG activities and outputs

HTAG activity and outputs can be promoted and disseminated in a range of ways including via the: ANZAHPE website, newsletters, ANZAHPE Online professional development

¹ ANZAHPE strategic priorities:

1. Supporting research and scholarship in health professions education
2. Developing national and international networks, partnerships, and collaborations
3. Providing strategic leadership around key issues in health professions education
4. Advocating for equity and justice in relation to health professions education

program, annual conference, state-based events, and/or the ANZAHPE journal Focus on Health Professional Education. ANZAHPE will periodically invite contributions from HTAGs.

HTAG governance

The ANZAHPE Vice-President with support from the ANZAHPE Executive Officer oversees the HTAG scheme including establishment, approval, ongoing monitoring, and review and improvement.

Approval of HTAG – Once an EOI has been submitted to ANZAHPE, the ANZAHPE Vice President will meet with HTAG lead/s. Based on the HTAG EOI and meeting with HTAG lead/s, the Vice President will submit a recommendation to the ANZAHPE Board. HTAG lead/s will be notified of an outcome in 6 - 8 weeks

Annual reporting - HTAG lead/s are required to submit an annual report of their activities using the HTAG Report template (add link here). The ANZAHPE Vice President will meet with HTAG Lead/s once yearly.

Review of the HTAG scheme - The HTAG scheme will be reviewed every two years and feedback will be collected via a range of methods including interviews, focus groups, or an evaluation survey.

Relevant policy

An HTAG engaging in social media communication under the auspices of ANZAHPE must abide by its [social media code of conduct](#).

An HTAG must also be aware of the [ANZAHPE policy](#) on use of resources produced by or for ANZAHPE.

Key contacts

ANZAHPE Executive Officer (executive@anzahpe.org)

Table 1. Mapping roles and responsibilities and outcomes to HTAG stage

Stage	Focus	Roles and responsibilities of HTAG lead/s	Role and responsibilities of ANZAHPE	Examples of outputs
HTAG Establishment	<ul style="list-style-type: none"> Develop an EOI that meets the remit 	<ul style="list-style-type: none"> Develop EOI Meet with ANZAHPE Vice-President or nominee 	<ul style="list-style-type: none"> Provide HTAG policy and guidelines Provide feedback on HTAG EOI Meet with HTAG lead/s 	<ul style="list-style-type: none"> HTAG EOI form
0 to 12 months post approval	<ul style="list-style-type: none"> Establish HTAG leadership team and roles Develop Terms of Reference Develop HTAG workplan Get to know each other Grow the community 	<ul style="list-style-type: none"> Schedule regular meetings (at least quarterly) Develop a communications schedule Provide regular communications to HTAG members Develop a workplan Develop annual report 	<ul style="list-style-type: none"> Put HTAG information onto ANZAHPE website Announce HTAGs via newsletter Provide a dedicated space on the website for HTAG Meet with HTAG lead (at least one touchpoint) 	<ul style="list-style-type: none"> Terms of Reference Meeting and communications schedule Work plan developed Annual report - Year 1
12 to 24 months	<ul style="list-style-type: none"> Consolidate connections Enact the work plan Co-create resources or artefacts Optimise visibility Demonstrate internal impact (within the HTAG, on HTAG members) 	<ul style="list-style-type: none"> Meet with ANZAHPE Vice-President or nominee and/or provide feedback Coordinate and review the HTAG workplan Identify opportunities for disseminating work /enhancing visibility Identify strategies to grow HTAG develop annual report 	<ul style="list-style-type: none"> Meet with HTAG lead (at least one touch point) to get feedback and identify areas where support is needed Communicate with HTAGs about opportunities for disseminating work /enhancing visibility Provide an opportunity for HTAG leads to meet and network 	<ul style="list-style-type: none"> Developing practical resources or artefacts Leading a blog discussion on ANZAHPE website Contributing to ANZAHPE news Contributing to ANZAHPE Festival\ Growth in HTAG membership (or conversion of non-members to members) Annual report
24 to 36 months and beyond	<ul style="list-style-type: none"> Strategic leadership Demonstrate external impact Plans for sustainability 	<ul style="list-style-type: none"> Meet with ANZAHPE Vice-President or nominee and/or provide feedback Coordinate and review HTAG workplan Identify leadership and external impact opportunities 	<ul style="list-style-type: none"> Meet with HTAG lead (at least one touch point) to get feedback and identify areas where support is needed Communicate with HTAGs about opportunities for leadership and external impact Provide an opportunity for HTAG 	<ul style="list-style-type: none"> Developing a position paper Leading a signature event as part of the ANZAHPE conference or online professional development program Contribute to ANZAHPE

		<p>related to HTAG work</p> <ul style="list-style-type: none"> • Develop annual report • 	<p>leads to meet and network</p>	<p>conference planning aligned to HTAG e.g., through abstract review, chairing sessions etc</p> <ul style="list-style-type: none"> • Leading a theme for FoHPE • Annual report
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