



## Working with other agencies

### **Preamble:**

1. The Tasmanian Council on AIDS, Hepatitis and Related Diseases (TasCAHRD) endeavours to work collaboratively with other agencies and groups in support of mutual aims and objectives.

### **Principle:**

2. TasCAHRD recognises that many agencies operating in Tasmania suffer from a lack of resources that places limits on their ability to meet the needs of their consumers.
3. TasCAHRD believes that two or more organisations with mutual goals can provide services to consumer groups more effectively by working in collaboration. TasCAHRD therefore aims to establish and maintain effective working relationships with other such agencies.
4. All invitations for TasCAHRD to participate in any function or event are to be referred to the Chief Executive Officer for consideration and decision.
5. To ensure effective working relationships, to limit potential misunderstandings, and to ensure satisfactory outcomes for consumers, TasCAHRD seeks to develop formal Memoranda of Understanding with agencies with which it has an ongoing working relationship.

### **TasCAHRD Program Expertise:**

6. TasCAHRD conducts a range of health promotion and harm reduction programs to address HIV/AIDS, Hepatitis and related diseases. TasCAHRD provides services to individuals and consumers, and offers relevant training to other agencies.
7. TasCAHRD will tailor training packages to suit the audience attending training or education sessions.
8. Training and education can be provided by TasCAHRD to the staff and the communities served by any agency in the following areas:
  - a) The HIV/AIDS / Care and Support Program offers client support services, community education and training on HIV/AIDS, including on issues related to living with HIV/AIDS in Tasmania.

- b) The Harm Reduction Program offers community education and training in relation to the Tasmanian Needle and Syringe Program, harm reduction, drug issues, the Tasmanian drug culture, Hepatitis A, B and C, and HIV/AIDS.
- c) The Gay Men's Health Program offers support services, community education and training on issues affecting gay men and men who have sex with men. This includes information on sexually transmitted infections (STI) and on the prevention of HIV/AIDS, and involves the provision of outreach services to promote safe-sex practices.
- d) The Hepatitis C Program provides information and support to individuals with referral to other organisations and GP's to assist with medication, ongoing support and advice, in addition to providing education material and information to individuals, families and other support services within the community. The program coordinates the state-wide distribution of HCV of information and resources.

### **Guidelines:**

- 9. TasCAHRD will offer to enter into a formal working relationship by way of a Memorandum of Understanding with any agency where ongoing joint service delivery would benefit the consumer groups of either organisation.
- 10. A formal Memorandum of Understanding should be developed during discussions between relevant TasCAHRD staff and the staff of the other agency, and should cover:
  - a) the aims and objectives of each agency;
  - b) the specific aims of the partnership between TasCAHRD and the other agency;
  - c) the extent of the assistance that each agency can provide to the other;
  - d) the desired outcomes of the partnership for each organisation;
  - e) the inputs in terms of financial and staffing resources to be contributed by each organisation;
  - f) any potential difficulties or problems likely to be associated with the partnership;
  - g) timeframe and procedure for the evaluation of the partnership and its outcomes;
  - h) conflict resolution procedures between the two agencies and for participants;
  - i) legal and confidentiality issues.
- 11. The Memorandum of Understanding should be drafted and reviewed by both agencies prior to being submitted for endorsement to the TasCAHRD Board.
- 12. A TasCAHRD Activity Report must be completed after each training or other session conducted by TasCAHRD staff in collaboration with the collaborating agency staff and/or its consumer group.

## Working with other agencies and with schools

13. TasCAHRD will offer appropriate educational and awareness raising activities within other agencies and within Tasmanian educational facilities (including University, TAFE, Senior Colleges and High Schools). Trained TasCAHRD staff and peer educators will offer such educational and awareness-raising sessions.
14. This policy, for sessions conducted in Tasmanian educational institutions, should be read in conjunction with the following publication (as amended and/or replaced from time to time):
  - a) "Tasmanian Health and Physical Education Core Curriculum, K - 10, Department of Education, Community and Cultural Development 1998."
  - b) "Anti-Discrimination and Anti-Harassment Policy, Department of Education, Training, Community & Cultural Development."
  - c) "Guide for Outside Agencies Working Within Schools", Health Promoting Schools Program, Department of Education, Community and Cultural Development,

each of which will be included in the Staff Orientation Manual.

15. The content of information sessions about blood borne virus transmission, disease progression, safe sex practices etc. will be discussed regularly with the Health Education Officer with the Department of Education's Teacher and School Development Branch and with other service providers (including Sexual Health Service, Family Planning etc.).
16. TasCAHRD staff providing training and/or education sessions will obtain the following information in preparation for the session/s:
  - a) the duration of the session;
  - b) the age group, gender and number of participants;
  - c) the issues/topics to be covered;
  - d) the relationship of the session to other agency or classroom and school approaches to the issues to be covered.
17. Staff conducting educational sessions will liaise with the relevant agency and ensure that:
  - a) the agency manager/ school principal is aware of the session;
  - b) the session is a component of an overall training or curriculum approach to the topic and, generally, not a "one off" response to the issue/s;
  - c) the agency staff / teacher is resourced and supported to progress the issue/s in further activities;
  - d) the planned presentation/session is in line with the needs of the agency/class and delivered using appropriate methods and at a level appropriate to the audience;
  - e) time is allocated to raise awareness of TasCAHRD services.

18. TasCAHRD staff should inform the agency/school staff of any equipment required, i.e. television, video player, O/H projector, whiteboard, butchers paper etc.
19. An evaluation sheet designed to cover the information session should be provided to the agency staff and participants/teacher and students for completion and return to TasCAHRD. Session content, presentation style, knowledge of topic, and ideas for improvement should be covered in the evaluation form.

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Amended: 26 February 2003 (Program expertise updated Jan 08)

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