

Monash Partners Remuneration and Reimbursement Guidelines Consumer and Community Involvement Activity

Monash Partners recognises the value and importance of consumer and community involvement in research and healthcare improvement projects. As consumers contribute their time and expertise, and can incur costs in the process of engaging in CCI activities, we have developed remuneration and reimbursement guidelines. To develop these guidelines, we have consulted consumer remuneration policies produced by Safer Care Victoria, the Victorian Comprehensive Cancer Centre, and the Alberta SPOR Unit Patient Engagement Appreciation Guidelines.

Remuneration guidelines

Level of engagement	Remuneration activity	Payment rate/ honorarium
Lead/support	Involvement in Monash Partners Council or governance, strategy, policy and evaluation. For example: <ul style="list-style-type: none"> • Lead or chair committee role • Strategic advice • Providing health professional, consumer or researcher CCI training 	Committee chair \$60 hr Committee member \$55 hr Paid in cash into a bank account or vouchers
Collaborate	Partnering as a team member in a research or healthcare improvement project. For example: <ul style="list-style-type: none"> • Presentations of project at a conference • Project chief investigator • Ongoing working group 	\$50 hr paid in cash into a bank account or vouchers
Involve	Engaging directly with a research or healthcare improvement project, or involvement in a speaking engagement. For example: <ul style="list-style-type: none"> • Ongoing and regular involvement in a dedicated project • Standing member in an advisory group or committee • Codesign workshops • Presentation of a consumer perspective • Interview panel 	\$40 hr paid as voucher
Consult	Engage in activities such as providing feedback or advice on research or healthcare improvement projects or initiatives. For example: <ul style="list-style-type: none"> • Review documents • Appraise grants • Provide advice • Priority setting activities 	\$35 hr paid as vouchers
Participate	Contributing to a research project as a participant	Dependant on individual study offers
Inform	Learning about engaging in CCI activities	No payment; (consumers and community to access MP CCI training and events at no charge)

Amounts informed by Safer Care Victoria A guide to consumer remuneration citing Department of Premier and Cabinet Appointments and Remuneration Guidelines (2019) and the VCCC cost model for consumer sitting fees and hourly rate remuneration (2020).

Reimbursement guidelines

Consumers are eligible for reimbursement of certain out of pocket expenses. Such expenses may include:

Meals and travel

- Meals for onsite activities longer than two consecutive hours if not provided
- Public or private transport costs. Claims for the use of private cars should be calculated in accordance with the Australian Taxation Office 'Motor vehicle expense calculation' policy as a sole trader in cents per kilometre. This rate is set at 68 cents per kilometre for 2018-2019 income year and is reviewed annually.
- Parking expenses
- Accommodation (if approved by COO of Monash Partners)

Home office expenses

- Internet costs (if establishing)
- printing expenses

Other

- Training costs (if approved by COO of Monash Partners)
- Other costs by negotiation such as child care or carer stand-in.

Monash Partners support and advice on Consumer and Community Involvement

You can complete the [Advice Form](#) to register your project or contact [Darshini Ayton](#) or [Sandra Braaf](#) if you have questions about any aspect of Consumer and Community Involvement and how it can improve your research outcomes.