NRHSN 2024 Election Handbook

September 2023

About us

National Rural Health Student Network

The National Rural Health Student Network (NRHSN) represents the future of rural health in Australia. We have more than 11,000 members who belong to 29 university Rural Health Clubs (RHCs) from all states and territories.

The NRHSN is Australia’s only multi-disciplinary student health network, bringing together people studying medicine, nursing and allied health, encouraging them to pursue rural health careers.

The NRHSN aims to:

1. provide a voice for students who are interested in improving health outcomes for rural and remote Australians; and
2. promote rural health careers to students and encourage students who are interested in practising in rural health care.

The NRHSN and its Rural Health Clubs offer rural experience weekends, career information sessions and professional development activities as well as providing a social base for students at university and when on rural placement.

The student network leaders also advocate on behalf of health students of all disciplines, including opportunities for more rural placements and training support.

**Rural Workforce Agencies**

The NRHSN is an initiative of the Australian Government Department of Health, administered by the Consortium of Rural Workforce Agencies (RWAs). The NSW Rural Doctors Network is the RWA managing the NRHSN on behalf of the Consortium.

Each Australian State and the Northern Territory is served by a government-designated RWA that works to improve access to high-quality healthcare for people in remote, regional and rural Australia. RWAs do this through a range of programs, services and initiatives that attract, recruit, retain and support GPs, nurses and allied health professionals in rural and remote communities.

**Contact Us**

National Rural Health Student Network

Suite 1, 53 Cleary St,

Hamilton NSW 2303 Australia

02 8337 8100

[info@nrhsn.org.au](mailto:info@nrhsn.org.au)  
[www.nrhsn.org.au](http://www.nrhsn.org.au/)

A word from those staying on for 2024

The NRHSN has undergone a restructuring for 2024. The reasoning for this restructuring is multifaceted, however, the main reason is to ensure continued effectiveness and sustainability as we head into the future. This restructuring will ensure a reduction in burnout and improvements in everything from advocacy, to engagement with our incredible Rural Health Clubs. We have big plans for 2024 and we would love to have you on board.

* Kurtis, Pip, Heidi, and Nathan

The Election Process

In 2023, the NRHSN will retain the same process from 2022. Each candidate will be asked to submit a **2 – 3 minute** video detailing the relevant experience and skills that make them suitable for their nominated role.

The election process will occur as follows:

1. Carefully read the Position Description (detailed below) relevant to their respective role.
2. Create a 2 – 3 minute video (in MP4 format) detailing:
   1. Your name
   2. Your year, degree and university of study (e.g. 3rd year Medicine, JCU)
   3. Current role within a RHC or NRHSN (e.g. Co-Chair of Club RHINO)
      1. If you do not have a role in your RHC , just say you are a member
   4. The executive committee position you are nominating yourself for (e.g. Vice Chair Internal)
   5. Relevant experience, skills and knowledge that relate to the **key selection criteria** for your specific position
3. Upload your video as an **unlisted video** on Youtube (see instructions below regarding how to do so)
4. Send an email to **chair@nrhsn.org.au** titled **2024 NRHSN Election Nomination “Position Applied For”** and include a link to your video in the body of the email.

**Creating an Unlisted Video on Youtube**

1. Log in to YouTube (N.B If you do not have a Youtube account, you will be required to create one for free)
2. At the top of the page, click the 
3. Select Upload Video 
4. Select the video to be uploaded as “unlisted”
5. Click and select the video you would like to upload
6. While the video is uploading, please edit the name and description of the video (2023 NRHSN Election Nomination - “Position Applied For”)
7. Copy the URL and include in the email to [chair@nrhsn.org.au](mailto:chair@nrhsn.org.au)

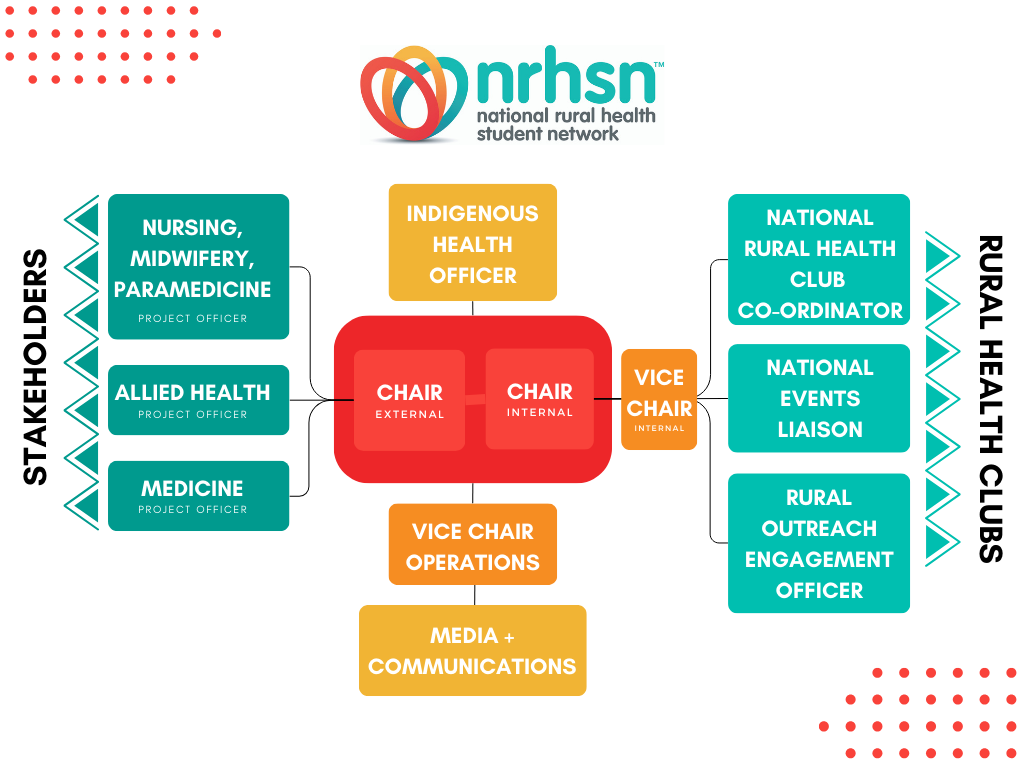
Applications are officially open 9am Monday 11th September and close Monday 25th September 5pm AEST.

Position Descriptions

The proceeding pages include information about each of the available positions currently encompassing the NRHSN executive committee.

These positions include:

1. Internal Team
   1. Vice Chair Internal
   2. National Rural Health Club Coordinator
   3. National Events Liaison
   4. Rural Outreach and Engagement Officer
2. External Team
   1. Nursing, Midwifery and Paramedicine Officer
   2. Medical Officer
   3. Allied Health Officer
3. Indigenous Health
   1. Indigenous Health Officer



# Internal Team

## Vice Chair Internal

|  |  |
| --- | --- |
| Position Title | Vice Chair Internal |
| Reports To | Co-Chair (Internal) |
| Direct Reports | 1. National Rural Health Club Coordinator 2. National Events Liaison 3. Rural Outreach and Engagement Officer |
| Role Description | The subcommittee available to the VCI in 2024 is vastly different to 2023. Managing 29 RHCs is the main responsibility of the VCI, however, they will have 3 members on their team for support. The role(s) of the VCI can be seen below:   1. Support the Co-Chairs in the leadership and support of the NRHSN Executive Committee, Council and RHCs 2. Provide support and mentorship for the leaders of the 29 RHCs, with particular support in the areas of facilitation, funding and communication with RWAs 3. Provide support and liaise with the administrator of RDN, university’s and RHC administrators regarding issues 4. Oversee the work of the internals team |
| Estimated Time Commitment (per week) | 5 – 8 hours |
| Responsibilities | The responsibilities of the VC Internal can be summarized into three key areas:   1. **Leadership**  * Lead and support the NRHSN Executive committee, National Council and RHCs * Attend and participate in monthly NRHSN executive committee meetings, monthly NRHSN core executive committee meetings, tri-annual council meetings and ad-hoc RHC meetings, as per the annual Business Plan * Provide support and mentorship for the roles that fall under the leadership of this VCI position  1. **Oversee the operation, organization and facilitation of the RHCs**  * Regular communication with leaders of RHCs to discuss and troubleshoot issues regarding membership, website access, funding and facilitation * Facilitation of monthly stand-up meetings * Contact with RWAs  1. **Representation and advocacy**  * Ensure that member views are represented adequately and appropriately; represent the views of the network (not individual views) through appropriate forums * Attend, participate in and report back on stakeholder meetings, teleconference meetings, workshops, conferences and events, as per the annual Business Plan * Contribute to NRHSN publications as necessary |
| Key Selection Criteria | * **Leadership and teamwork experience:** demonstrated passion for, and experience in the field of, student leadership and teamwork * **Representation and stakeholder engagement:** previous experience in public speaking, stakeholder communication (written and verbal) * **Professionalism:** demonstrated ability to carry oneself in a professional manner, particularly in relation to time management, communication and organizational skills * **Rural health interest:** demonstrated interest in rural and remote health, including and understanding of the multi-disciplinary approach to rural and remote health * **NRHSN experience and understanding:** demonstrated awareness of the NRHSN’s structure, resources, publications / position papers and values, developed through prior experience and exposure to the NRHSN, either through executive committee or RHC leadership involvement * **Club understanding:** demonstrated understanding of the requirements and issues that RHCs face on a daily basis as well as ability to interact with the administrators as required. |

## National Rural Health Club Coordinator

|  |  |
| --- | --- |
| Position Title | National Rural Health Club Coordinator |
| Reports To | Vice Chair Internal |
| Direct Reports | 1. Rural Health Clubs |
| Role Description | This is a new role for the NRHSN in 2024 and can be thought of as a parent of the RHCs. The focus will be on supporting the day-day running of the clubs. If a problem arises in a RHC this person can either provide support or refer the club onto the appropriate person e.g. VCI or further liaise with the administrator.  NB: For anyone wishing to progress into the role of VCI but does not currently feel ready, this role may be for you. |
| Estimated Time Commitment (per week) | 4-6 hours |
| Responsibilities | The responsibilities of the RHC Coordinator can be summarized into three key areas:   1. **Leadership**  * Lead and support the NRHSN Executive committee, National Council and RHCs * Attend and participate in monthly NRHSN executive committee meetings, monthly NRHSN core executive committee meetings, tri-annual council meetings and ad-hoc RHC meetings, as per the annual Business Plan * Provide support and mentorship for RHCs * Create a space for RHCs to feel safe and empowered, and an atmosphere of comradery  1. **RHC Support and Knowledge of resources**  * Ensure that they can either support the RHCs on any issue or refer them on to the appropriate position e.g. VCI or Co-Chair * Support and engage with the presidents of the RHCs especially in the lead up to National Councils. * Facilitate difficult discussions between RHCs, universities and the administrator as required  1. **Representation and advocacy**  * Ensure that member views are represented adequately and appropriately; represent the views of the network (not individual views) through appropriate forums * Attend, participate in and report back on stakeholder meetings, teleconference meetings, workshops, conferences and events, as per the annual Business Plan * Contribute to NRHSN publications as necessary * Share information from NRHSN and appropriate external stakeholders to promote transparency and shared decision making |
| Key Selection Criteria | * **Leadership and teamwork experience:** demonstrated passion for, and experience in the field of, student leadership and teamwork * **Professionalism:** demonstrated ability to carry oneself in a professional manner, particularly in relation to time management, communication and organizational skills * **Rural health interest:** demonstrated interest in rural and remote health, including and understanding of the multi-disciplinary approach to rural and remote health * **NRHSN experience and understanding:** demonstrated awareness of the NRHSN’s structure, resources, publications / position papers and values, developed through prior experience and exposure to the NRHSN, either through executive committee or RHC involvement |

## National Events Liaison Officer

|  |  |
| --- | --- |
| Position Title | National Events Liaison Officer |
| Reports To | Vice Chair Internal |
| Direct Reports | 1. Rural Health Clubs |
| Role Description | This is a new role for the NRHSN in 2024 and can be simply thought of as an events consultant for the RHCs. There are many problems that are common to RHCs when it comes to running events. The purpose of this role is to help provide an effective solution to these problems. A candidate suitable for this role would be someone who has a comprehensive understanding of how to run an event or has previously run events for their own RHC. |
| Estimated Time Commitments (per week) | 4 – 6 hours  This may increase to 10 hours per week in the weeks leading up to Council |
| Responsibilities | The responsibilities of the National Events Liaison Officer:   1. **Events Support and Leadership**  * Lead and support the RHCs when it comes to organizing an event e.g. Orientation events for first years or a Rural Ball * Attend and participate monthly NRHSN executive committee meetings, monthly NRHSN core executive committee meetings, tri-annual council meetings and ad-hoc RHC meetings, as per the annual Business Plan  1. **NRHSN projects**  * Support the VCO and VCI in the organization of National Councils e.g. recruiting speakers  1. **Representation and advocacy**  * Ensure that member views are represented adequately and appropriately; represent the views of the network (not individual views) through appropriate forums * Contribute to NRHSN publications as necessary |
| Key Selection Criteria | * **Leadership and teamwork experience:** demonstrated passion for, and experience in the field of, student leadership * **Professionalism:** demonstrated ability to carry oneself in a professional manner, particularly in relation to time management, communication and organization * **Rural health interest:** demonstrated interest in rural and remote health, including and understanding of the multi-disciplinary approach to rural and remote health * **NRHSN experience and understanding:** demonstrated awareness of the NRHSN’s structure, resources, publications / position papers and values, developed through prior experience and exposure to the NRHSN, either through executive committee or RHC involvement * **Large scale event organization skills:** demonstrated understanding and ability to lead large scale events |

## Rural Outreach and Engagement Officer

|  |  |
| --- | --- |
| Position Title | Rural Outreach and Engagement Officer |
| Reports To | Vice Chair Internal |
| Direct Reports | Rural Health Clubs |
| Role Description | This is a new role for the NRHSN in 2024 and can be thought of as a “Rural High School Visits Consultant”. This position’s purpose is to support our RHCs in running their rural high school visits. Additionally provide input into the rural outreach strategy for the NRHSN which will form the basis of many advocacy ideas.  NB: The NRHSN is looking for ways to collect data and innovate in the space of RHSVs, if you have ideas on how to do this – please include it in your application! |
| Estimated Time Commitments (per week) | 4 – 6 hours |
| Responsibilities | The responsibilities of the Rural Outreach and Engagement Officer   1. **Leadership**  * Lead and support the NRHSN Executive committee, national council and RHCs * Attend and participate monthly NRHSN executive committee meetings, monthly NRHSN core executive committee meetings, tri-annual council meetings and ad-hoc RHC meetings, as per the annual Business Plan  1. **Rural Outreach and High School Visits**  * Work closely with the internals team to ensure the RHCs are able to fulfill their RHSV commitments * Provide input into the advocacy direction for our RHCs when it comes to engagement with rural populations and rural students  1. **Representation and advocacy**  * Ensure that member views are represented adequately and appropriately; represent the views of the network (not individual views) through appropriate forums * Attend, participate in and report back on stakeholder meetings, teleconference meetings, workshops, conferences and events, as per the annual Business Plan * Contribute to NRHSN publications as necessary |
| Key Selection Criteria | * **Leadership and teamwork experience:** demonstrated passion for, and experience in the field of, student leadership * **Professionalism:** demonstrated ability to carry oneself in a professional manner, particularly in relation to time management, communication and organization * **Rural health interest:** demonstrated interest in rural and remote health, including and understanding of the multi-disciplinary approach to rural and remote health * **NRHSN experience and understanding:** demonstrated awareness of the NRHSN’s structure, resources, publications / position papers and values, developed through prior experience and exposure to the NRHSN, either through executive committee or RHC involvement * **Rural High School Visit Understanding:** demonstrated understanding and ability to lead a rural high school visit and the problems associated with it. |

# External Team

# Medical Officer

|  |  |
| --- | --- |
| Position Title | Medical Officer |
| Reports To | Co-Chair (External) |
| Role Description | The Medical Officer is the main representative on the NRHSN for medical students across Australia. They will act as the main liaison between the NRHSN and key external stake holders such as the Australian College of Rural and Remote Medicine (ACCRM).  The Medical Officer will be responsible for completing **at least 1 high quality project** that contributes to the NRHSN’s body of work and is expected to represent the NRHSN at 1 rural medical conference in 2024.  NB: A project can be anything from a published research project to a podcast (Be creative!!) |
| Estimated Time Commitments (per week) | 2 – 3 hours |
| Responsibilities | The role of the Medical Officer can be summarized into three key areas:   1. **Teamwork**  * Lead and support the NRHSN Executive committee, national council and RHCs * Attend and participate in monthly NRHSN executive committee meetings, tri-annual council meetings and ad-hoc RHC meetings, as per the annual Business Plan * Initiate and lead Working Groups and sub-committees (e.g. RHC Medical Representatives sub-committee) as required * Initiate meetings with their relevant core executive committee leader at appropriate intervals throughout the year  1. **Research, innovation and project development**  * Contribute to the NRHSN’s ongoing body of student research and project development, in the field of rural medicine * Contribute to the NRHSN’s body of publications and policy papers  1. **Representation and advocacy**  * Engage with relevant stakeholders at regular and appropriate intervals * Ensure that member views are represented adequately and appropriately; represent the views of the network (not individual views) through appropriate forums * Attend, participate in and report back on stakeholder meetings, teleconference meetings, workshops, conferences and events, as per the annual Business Plan * Contribute to NRHSN publications as necessary |
| Key Selection Criteria | * **Leadership and teamwork experience:** demonstrated passion for, and experience in the field of, student leadership * **NRHSN experience and understanding:** demonstrated awareness of the NRHSN’s structure, resources, publications / position papers and values, developed through prior experience and exposure to the NRHSN, either through executive committee or RHC involvement * **Professionalism:** demonstrated ability to carry oneself in a professional manner, particularly in relation to time management, communication and organization * **Rural health interest:** demonstrated interest in rural and remote health, including and understanding of the multi-disciplinary approach to rural and remote health * **Representation and stakeholder engagement:** previous experience in public speaking, stakeholder communication (written and verbal) and various media engagement |

# Nursing, Midwifery and Paramedicine Officer

|  |  |
| --- | --- |
| Position Title | Nursing, Midwifery and Paramedicine Officer |
| Reports To | Co-Chair (External) |
| Role Description | The Nursing, Midwifery and Paramedicine Officer is the main representative on the NRHSN for these students across Australia. They will act as the main liaison between the NRHSN and key external stake holders such as the Australian Primary Health Care Nurses Association (APNA)  This Officer will be responsible for completing **at least 1 high quality project** that contributes to the NRHSN’s body of work and is expected to represent the NRHSN at 1 rural health conference in 2024. |
| Estimated Time Commitment (per week) | 2 – 3 hours |
| Responsibilities | The role of the Nursing and Midwifery Officer can be summarized into three key areas:   1. **Teamwork**  * Lead and support the NRHSN Executive committee, national council and RHCs * Attend and participate in monthly NRHSN executive committee meetings, tri-annual council meetings and ad-hoc RHC meetings, as per the annual Business Plan * Initiate and lead Working Groups and sub-committees (e.g. RHC Nursing + Midwifery Representatives sub-committee) as required * Initiate meetings with their relevant core executive committee leader at appropriate intervals throughout the year  1. **Research, innovation and project development**  * Contribute to the NRHSN’s ongoing body of student research and project development, in the field of rural medicine * Contribute to the NRHSN’s body of publications and policy papers  1. **Representation and advocacy**  * Engage with relevant stakeholders at regular and appropriate intervals * Ensure that member views are represented adequately and appropriately; represent the views of the network (not individual views) through appropriate forums * Attend, participate in and report back on stakeholder meetings, teleconference meetings, workshops, conferences and events, as per the annual Business Plan * Contribute to NRHSN publications as necessary |
| Key Selection Criteria | * **Leadership and teamwork experience:** demonstrated passion for, and experience in the field of, student leadership * **NRHSN experience and understanding:** demonstrated awareness of the NRHSN’s structure, resources, publications / position papers and values, developed through prior experience and exposure to the NRHSN, either through executive committee or RHC involvement * **Professionalism:** demonstrated ability to carry oneself in a professional manner, particularly in relation to time management, communication and organization * **Rural health interest:** demonstrated interest in rural and remote health, including and understanding of the multi-disciplinary approach to rural and remote health * **Representation and stakeholder engagement:** previous experience in public speaking, stakeholder communication (written and verbal) and various media engagement |

# Allied Health Officer

|  |  |
| --- | --- |
| Position Title | Allied Health Officer |
| Reports To | Co-Chair (External) |
| Role Description | The Allied Health Officer is the main representative on the NRHSN for allied health students across Australia. They will act as the main liaison between the NRHSN and key external stake holders such as Services for Australian Rural and Remote Allied Health (SARRAH).  This Officer will be responsible for completing **at least 1 high quality project** that contributes to the NRHSN’s body of work and is expected to represent the NRHSN at 1 rural health conference in 2024. |
| Estimated Time Commitments (per week) | 2 – 3 hours |
| Responsibilities | The role of the Allied Health Officer can be summarized into three key areas:   1. **Teamwork**  * Lead and support the NRHSN Executive committee, national council and RHCs * Attend and participate in monthly NRHSN executive committee meetings, tri-annual council meetings and ad-hoc RHC meetings, as per the annual Business Plan * Initiate and lead Working Groups and sub-committees (e.g. RHC Allied Health Representatives sub-committee) as required * Initiate meetings with their relevant core executive committee leader at appropriate intervals throughout the year  1. **Research, innovation and project development**  * Contribute to the NRHSN’s ongoing body of student research and project development, in the field of rural medicine * Contribute to the NRHSN’s body of publications and policy papers  1. **Representation and advocacy**  * Engage with relevant stakeholders at regular and appropriate intervals * Engage with RHC Allied Health Representatives at regular and appropriate intervals * Ensure that member views are represented adequately and appropriately; represent the views of the network (not individual views) through appropriate forums * Attend, participate in and report back on stakeholder meetings, teleconference meetings, workshops, conferences and events, as per the annual Business Plan * Contribute to NRHSN publications, including the NRHSN’s *COOEE*! e-newsletter as necessary |
| Key Selection Criteria | * **Leadership and teamwork experience:** demonstrated passion for, and experience in the field of, student leadership * **NRHSN experience and understanding:** demonstrated awareness of the NRHSN’s structure, resources, publications / position papers and values, developed through prior experience and exposure to the NRHSN, either through executive committee or RHC involvement * **Professionalism:** demonstrated ability to carry oneself in a professional manner, particularly in relation to time management, communication and organization * **Rural health interest:** demonstrated interest in rural and remote health, including and understanding of the multi-disciplinary approach to rural and remote health * **Representation and stakeholder engagement:** previous experience in public speaking, stakeholder communication (written and verbal) and various media engagement |

# Indigenous Health Officer

|  |  |
| --- | --- |
| Position Title | Indigenous Health Officer |
| Reports To | Both Co-Chairs |
| Role Description | 2-3 hours |
| Responsibilities | The role of the Indigenous Health Officer can be summarised into three key areas:   1. **Teamwork**  * Lead and support the NRHSN Executive committee, national council and RHCs * Attend and participate in monthly NRHSN executive committee meetings, tri-annual council meetings and ad-hoc RHC meetings, as per the annual Business Plan * Initiate and lead Working Groups and sub-committees as required and requested (e.g. RHC Indigenous Officer sub-committee) * Initiate meetings with their relevant core executive committee leader at appropriate intervals throughout the year  1. **Rural Health Club Support**  * Engage with allocated RHC(s) at appropriate and regular intervals throughout the year using appropriate forms of communication (e.g. email, Teams, phone calls, Zoom) * Provide support and ways to trouble-shooting problems that may arise from RHC leaders * Feedback ideas, concerns and ideas pertaining to the administration, organization and functioning of RHCs to the NRHSN executive committee * Assist with the planning, organization and execution of tri-annual council meetings  1. A**dvocacy and engagement**  * Engage with appropriate stakeholders on a regular and appropriate basis * Ensure that member views are represented adequately and appropriately; represent the views of the network (not individual views) through appropriate forums * Attend, participate in and report back on stakeholder meetings, teleconference meetings, workshops, conferences and events, as per the annual Business Plan * Contribute to NRHSN publications and body of research through projects, as appropriate |
| Key Selection Criteria | * **Leadership and teamwork experience:** demonstrated passion for, and experience in the field of, student leadership * **NRHSN experience and understanding:** demonstrated awareness of the NRHSN’s structure, resources, publications / position papers and values, developed through prior experience and exposure to the NRHSN, either through executive committee or RHC involvement * **Professionalism:** demonstrated ability to carry oneself in a professional manner, particularly in relation to time management, communication and organization * **Rural health interest:** demonstrated interest in rural and remote health, including and understanding of the multi-disciplinary approach to rural and remote health * **Representation and stakeholder engagement:** previous experience in public speaking, stakeholder communication (written and verbal) and various media engagement |