

# Network News submission guidelines

South Eastern Melbourne Primary Health Network (SEMPHN) is open to submissions from stakeholders for inclusion in the weekly newsletter Network News.

**Please note**, submissions are accepted at the discretion of SEMPHN's communications team and **a suitable submission does not guarantee inclusion to the newsletter**.

At SEMPHN's discretion, submitted content may be published/shared on our social media pages instead.

## About Network News

- Weekly newsletter, published on Mondays
- Audience includes primary health and allied health professionals
- Topics include:
  - SEMPHN-related news
  - News on SEMPHN-funded programs or services (e.g. referrals open or service announcements)
  - Accredited education or professional development events for primary health or allied health professionals
  - Resources that can be used in a primary health setting
  - Changes to MBS items
  - Health alerts from the Australian Government's Department of Health

## How to submit

Submissions can be made by emailing [news@semphn.org.au](mailto:news@semphn.org.au)

**Deadline:** Weekly, Tuesdays 5pm.

## What to submit

Submissions should include:

- Approximately 150 words
- Suitable picture (to which you have the rights, or you can give SEMPHN the rights)
- URL link with more information for our readers
- Contact details for our readers should they want to know more information.

### **Suitable topics include:**

- Accredited education modules or events for primary/allied health professionals
  - Note: even if your event is accepted to be placed in our Event Calendar, it may not be presented as a full article.
- Scholarships for health professionals primary/allied health professionals
- News from Local Hospital Networks (LHN)

- Practical, topical and easily accessible resources for health professionals
- (Local) resources for primary/allied health professionals relating to the following:
  - Aboriginal and Torres Strait Islander Health
  - Aged care
  - Alcohol and other drugs
  - Cancer screening
  - Chronic disease management
  - Immunisation
  - Mental health
  - Suicide prevention

**A note on surveys:**

We do not promote surveys to health professionals in our newsletter without the express permission of the CEO. However some surveys may be suitable for our social media pages. Please keep this in mind when submitting content.

## What not to submit

- Articles promoting new general practice/doctor/specialist *in or outside* of the SEMPHN catchment
- Book promotions
- Requests for research participants
- Events that require a person to send an email, rather than registering through a website.
- Messages aimed at community members or patients
- Articles promoting international resources/services (e.g. American-based mental health services, alcohol or drug treatment resources based in England)
- Job vacancies – please visit our local primary health jobs for this instead:  
<https://www.semphn.org.au/careers/local-primary-health-jobs.html>