



Instructions on how to share and complete the 2024 Stocktake Surveys

PHN Stocktake Survey

Open date: Wednesday 7 August 2024

Close date: Wednesday 4 September 2024

- Please delegate to a PHN Staff Member who has the information required to complete the survey.
- Please complete Survey via [My Voice PHN Stocktake Survey link: Add here](#)
- A hard copy of the survey is provided to help you determine who is best placed to answer the Survey questions.
- Please complete this survey by **5.00 pm Wednesday 4 September 2024**

The survey is housed on My Voice platform. **If you already have a My Voice account, you do not need to register again. You should be able to access the [private page](#) by using your My Voice login details.**

If not, you will be required to create a My Voice account. Instructions for creating a My Voice account:

1. Create a username of your choice (e.g. medical centre name, first/ last name, job role)
2. Enter your email address
3. Create a password (must contain 8-16 characters with at least one number, one lower case letter and one upper case letter)
4. Enter in the suburb of your work location
5. Tick 'I agree to the terms of use and privacy policy for using Engagement HQ'
6. Click 'Register'
7. Verify account (enter four-digit code that will be sent through to the email address that was entered in step 2)

Commissioned Service Provider Stocktake Survey

Open date: Wednesday 7 August 2024

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- If you have a provider distribution list, please forward the proposed email example direct to commissioned providers.
- If not, please inform relevant PHN Staff Members to share the information about the survey with their commissioned service providers.
- Potential email wording for PHN Staff member to share with Commissioned Service Providers is provided below.

Commissioned Service Provider email example

Hello,

Our PHN is keen to learn more about how our commissioned service providers embed people with a Lived Experience into and across service design, planning, governance, delivery and evaluation.

To support us to learn how we can better work together to embed best practice approaches. Survey results will be used for quality improvement recommendations and will be shared in a report of findings in October 2024.

- Please delegate to a Staff Member who has the information required to complete the survey.
- Please complete Survey via My Voice Commissioned Service Provider Stocktake Survey link: [National Lived Experience Commissioned Service Provider Stocktake Survey 2024 | My voice Brisbane North PHN](#)
- A **hard copy** of the survey is provided to help you determine who is best placed to answer the survey questions.
- Please complete this survey by **5.00 pm Wednesday 4 September 2024**

Glossary of acronyms and language used

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7. Verify account (enter four-digit code that will be sent to the email address that was entered in step 2)

For more information about the Stocktake Surveys or process please contact:

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