

STAKEHOLDER ENGAGEMENT HANDBOOK

Pharmacoepidemiology
Research Group



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Welcome and Introduction

We warmly welcome you as a valued stakeholder partner.

Your expertise, perspective, and contributions are essential to ensuring that our work is relevant, impactful, and aligned with real-world needs. Stakeholders play a critical role in shaping research, informing decision-making, and supporting translation into policy and practice.

This handbook provides an overview of how we work together, what you can expect, and how you can contribute meaningfully.

About the PharmacoEpidemiology Research Group (PERG)

PERG is an independent academic research group committed to improving how medicines are used in real life, so that healthcare can be safer, more effective, and more equitable for all. Our work focuses on:

- Understanding how medicines are used in everyday settings
- Making sure medicines are safe and work as expected
- Identifying challenges people face in taking medicines regularly (like cost, side effects, or complexity)
- Exploring the effects of using many medicines at once (polypharmacy)
- Making sure patients' voices are heard in healthcare decisions We work with real-world health data and bring together patients, researchers, doctors, and policymakers to answer important questions that affect healthcare policy and practice in Australia and around the world.

Our Purpose

- To be a leading centre for research into how medicines are used across the community
- To focus on areas like chronic conditions, medicine safety, adherence, and what matters most to patients
- To support partnerships between researchers and the people who use healthcare services
- To provide advice that informs health policy, government funding (like the PBS), and regulatory decisions about which medicines are used and how

Our Vision for Stakeholder Engagement

We believe that stakeholders are essential partners in research. Through our Stakeholder Engagement approach, we aim to create research that is practical, inclusive, and meaningful. Your expertise and perspectives help ensure our work reflects the needs, priorities, and realities of the systems and communities it is designed to serve. Together, we will co-design studies, inform implementation, interpret findings, and support the translation of results in ways that are relevant and actionable. We are committed to ensuring our work leads to meaningful change in healthcare systems, improving outcomes, safety, and equity for all.

Our Mission

To build meaningful, sustained partnerships with stakeholders that enhance the quality, relevance, and impact of our work.

Guiding Principles

- **Inclusivity** – Diverse voices are actively sought and valued
- **Transparency** – Clear communication and shared understanding
- **Respect** – All contributions are acknowledged and valued
- **Collaboration** – Co-design and shared decision-making
- **Impact** – Focus on meaningful outcomes

We are committed to:

- Building lasting partnerships with our stakeholder members
- Involving stakeholders across all phases of research
- Generating outcomes that drive sustainable, stakeholder-informed improvements in healthcare

Stakeholder Roles and Responsibilities

This group serves as a collaborative forum where stakeholders and researchers work together to guide the research process. As a member, your contributions may include:

- Expert input based on experience or professional knowledge
- Contribution to discussions, reviews, and decision-making
- Support with policy, practice, or community needs
- Identifying risks, opportunities, and emerging priorities
- Reviewing protocols, materials, and outputs to ensure relevancy
- Advise on implementation pathways, policy relevance, and real-world application
- Participation in advisory committees where appropriate

Table 1 outlines the roles and responsibilities for both stakeholders and researchers.

Provide expert input based on experience or professional knowledge	Provide clear information, timelines, and expectations
Contribute to discussions, reviews, and decision-making	Facilitate meaningful engagement opportunities
Support alignment with policy, practice, or community needs	Respond to stakeholder input
Identify risks, opportunities, and priorities	Ensure respectful and inclusive collaboration

Expectations and Code of Conduct

All participants are expected to:

- Engage respectfully and constructively
- Prepare for meetings and contribute actively
- Maintain confidentiality
- Declare conflicts of interest
- Communicate openly and professionally

Group values

- **Respect** – All voices are heard; one person speaks at a time
- **Openness** – Constructive dialogue is encouraged
- **Integrity and Confidentiality** – Shared information stays within the group
- **Collaboration** – We are here to work together and engage meaningfully

Formal group agreements will be introduced and confirmed during the first meeting to guide collaboration throughout the study duration.

Meetings and Communication

Meetings will be convened at established intervals relevant to the specific project and level of involvement. We will send reminders and meeting details closer to the dates. Meetings will be 1–2 hours long and held either virtually via Zoom or in-person (for Melbourne based members). We encourage full attendance. If you're unable to join a meeting, please let us know in advance.

Meeting Protocol

You'll receive:

- An agenda and materials 2 weeks ahead
- Action items and relevant background information
- Research documents or study protocols (where applicable)

Meetings typically include:

1. Updates on ongoing projects
2. Review of study resources
3. Open discussion and feedback
4. Planning for future co-design opportunities

After each meeting, we'll share:

- Minutes and summary notes
- Relevant follow-up communication

Communication and Deadlines

- Our primary communication channels are email and phone
- You will be contacted in advance of meetings or when input is necessary
- Contact will give clear timelines for responses where suitable
Please notify us if you are unable to complete a task or attend a meeting.

Confidentiality and Conflict of Interest

Stakeholders must:

- Maintain confidentiality of discussions and documents
- Declare any actual, potential, or perceived conflicts
- Comply with institutional and ethical guidelines

All materials and personal information remain confidential unless otherwise agreed, consistent with governance requirements.

Onboarding and Support

We offer the following to help you get started:

- This handbook and a copy of the Group Agreement
- Optional orientation session
- Zoom and technology support
- A dedicated contact person for assistance

Duration and Review

This Stakeholder Engagement Group is intended to be a long-term initiative. Appointment duration may depend on the duration and progress of projects. Any decisions made regarding the extension or shortening of this term will be made in consultation with the group.

Please note that this handbook will be reviewed and updated when required.

Contact Us:

PERG Email: perg-sphpm@monash.edu

Thank You

Thank you for your commitment to improving healthcare research. We are honoured to have your voice guiding our work. Together, we aim to co-create research that leads to meaningful, lasting change for individuals, families, and communities.

Let's build research that truly matters.



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