

### USER GUIDE TOPICS

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### Introduction

As part of HPV’s Compliance Framework, all Schedule 1 and 5 public hospitals and health services (mandated health services) listed under the Health Services Act 1988 (Vic) and participating eligible health services are required to complete an annual self-assessment of compliance to the HPV Health Purchasing Policies and HPV collective agreements.

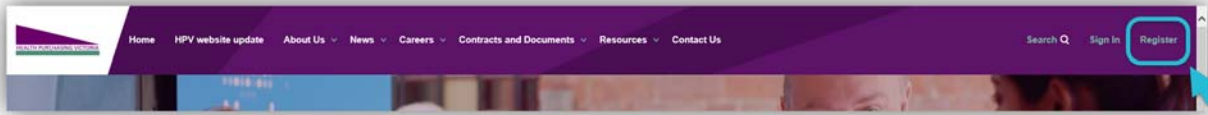
This user guide outlines the steps involved in completing the self-assessment submission for your health service via the online HPV Compliance Portal (the Portal). The portal can be accessed by the health service’s Chief Procurement Officer (CPO), who can: view previous self-assessments, manage existing self-assessments, amongst other health service compliance functionalities.

To access the portal you will need to have a HPV website account. If you already have an account, go straight to the **Accessing the Compliance Portal** section of this guide.

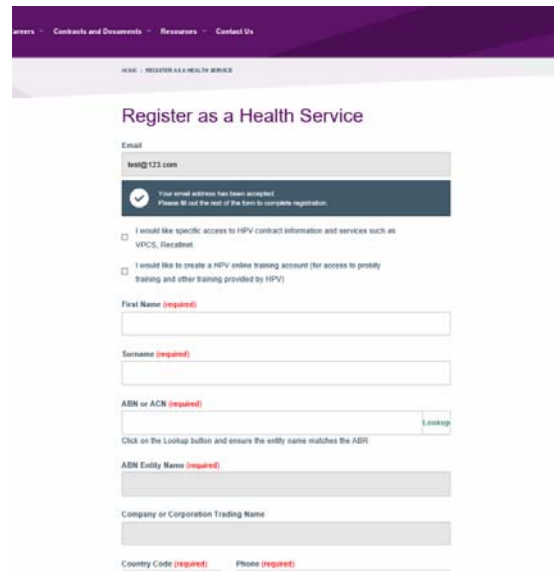
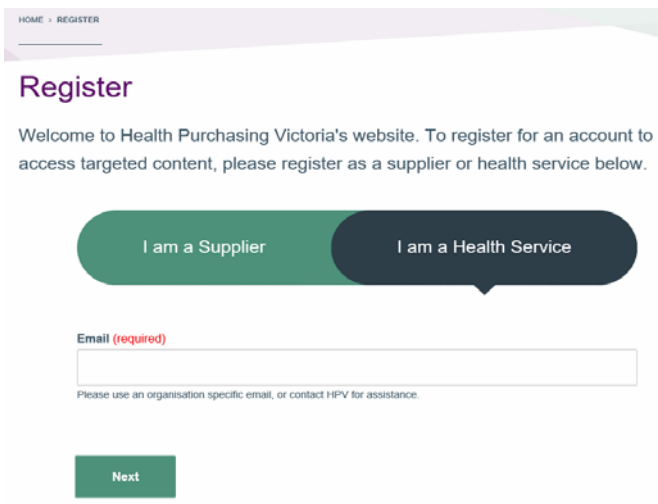
If you do not have an account, please register for one on the HPV website by following the instructions below.

### Register on HPV Website

Click **Register** at the top right of the HPV Website (<https://www.hpv.org.au/>)



Select **I am a Health Service** and enter your email address. Click **next** to continue to the next page, complete all the required fields in the request form and **submit** the request.



Please note, users applying for full registration (access to restricted content) on the HPV website will need to wait for their health service representative (super-user) to approve an account request before they can access other logged-in areas of the website.

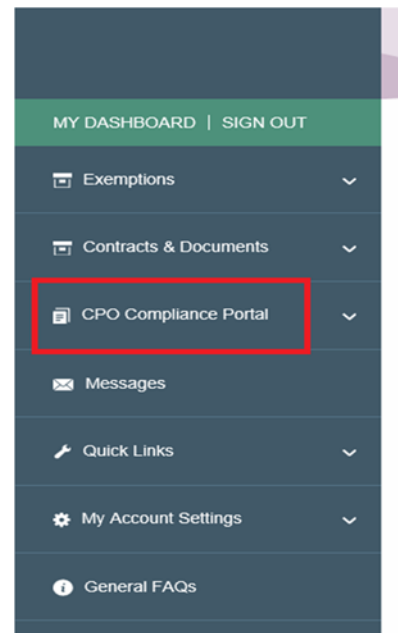
Your registration form will be automatically forwarded to the 'super-user' within your organisation responsible for approving access to HPV's website.

You will be notified by email when your 'super-user' has approved your application. This email will include your temporary password.

### Accessing the Compliance Portal

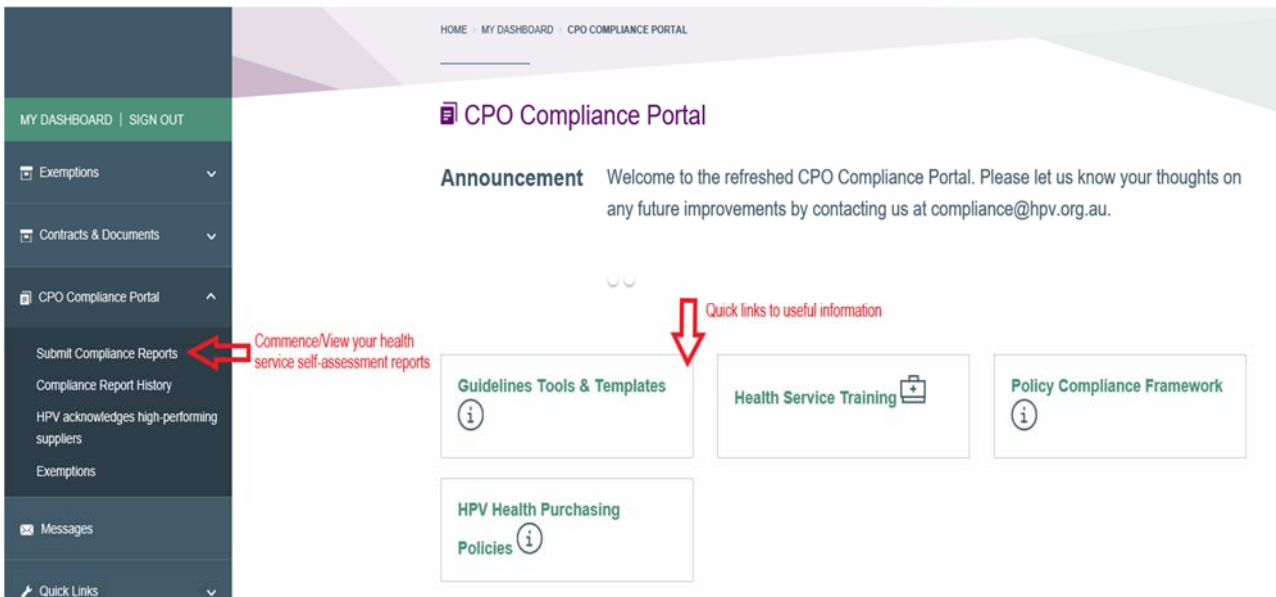
To access the portal, sign in to the HPV website using your health service email address. Once you have logged in to the website, you will be re-directed to your user dashboard which contains quick links and shortcuts to other key areas of the website.

Click on the **CPO Compliance Portal** link in the left navigation menu of your user dashboard. If the **CPO Compliance Portal** link does not appear in your menu, please contact [healthservices@hvp.zendesk.com](mailto:healthservices@hvp.zendesk.com) for assistance.



**Note** Users that have a website account and are the approved CPO/delegate for their health service will be able to access the portal and view all self-assessment submissions for their health service only.

The image below shows the landing page of the portal.



### Preparing and submitting a self-assessment

It is the responsibility of the health service:

- Chief Procurement Officer (CPO) to facilitate the preparation of the self-assessment on behalf of their health service and submit the assessment to the health service approver.
- Chief Executive (or their authorised delegate) to review, approve and submit the self-assessment to HPV via the portal.

To populate and submit your health service's self-assessment of compliance:

1. Login to the Compliance Portal on the HPV website.
2. Click on **CPO Compliance Portal** in the left navigation menu.
3. Click on **Submit Compliance Reports** in the left navigation menu.
4. Locate the current self-assessment report in the list and click **Edit** to commence your submission.
5. Check that the form is registered to your health service.

CPO COMPLIANCE PORTAL

HPV annual compliance self-assessment 2018-2019\_mandated health services

Your progress has been saved. The following is the most recent version of your assessment.

Health Service: Eastern Health  
Last modified by [redacted], Wednesday 10th April at 10:53am

Section 1: Collective agreements for all Schedule 1 and 5 health services

*Please note: The collective agreements below are mandatory for all Schedule 1 and 5 hospitals and health services.*

- If the health service name is incorrect, please contact [healthservices@hpv.zendesk.com](mailto:healthservices@hpv.zendesk.com) for assistance
- Your compliance declaration for the previous financial year will be visible in the form for each contract (if available). Note that this field will be blank for new contracts.

#### **Beds, Mattresses, Patient Trolleys and Treatment Chairs (required)**

HPVC2015-060 30-Jun-15 to 29-Jun-18

Previous Financial Year: **Compliant**

- Compliant
- Exempted by HPV
- Not compliant
- Not applicable

6. Complete all fields within the submission form. Please ensure that all mandatory fields and those relevant for your health service are filled in.
7. Refer to **Appendix A** for the reporting criteria definitions for Sections 1 and 2 of the self-assessment form relating to HPV collective agreements.
8. An assessment of compliance against the HPV Health Purchasing Policies can be conducted using the [Compliance Assessment Tool](#) (the tool). Refer to the [Health Purchasing Victoria Audit Program Guidance Notes](#) for further information on how to use the tool and criteria definitions.
9. Click **Save** if you wish to save your progress and continue your submission at another time.

## Quick guide for health services

10. Submit the completed form for endorsement by your health service CEO/delegated authority.
  - Tick the **Also send a preview link to another email address** to share the preview of your self-assessment report with another user.
11. Once your submission has been approved by your health service approver/authorised delegate, the submission will be submitted to HPV for review

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### Note

There are two types of self assessment forms: one for mandated health services and the second for eligible health services. Please ensure you select the correct self-assessment form

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The previous financial year field will be blank for new contracts and contracts that did not have a compliance status in the previous financial year

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Mandatory fields that have not been completed will be highlighted in red. These must be completed in order to progress with the application

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You will receive a notification once your submission has been rejected or approved

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### Approving/Rejecting a self- assessment submission (Health Service approver)

The health service’s approver is the Chief Executive of their authorised delegate.

As the nominated approver/authorised delegate for your health service, you will receive an email from [noreply@hpv.org.au](mailto:noreply@hpv.org.au) which contains a link to the self-assessment report submitted by the CPO/authorised delegate for your health service.

The subject of this email is “Approval request - Health service compliance self-assessment”.

To **approve** a self-assessment submission:

1. Click on the **Approval Link** in the email to open the report
2. Review the submitted self-assessment
3. Click on **Yes** to approve the report and attest that annual compliance self-assessment is a true and accurate summary of my health service’s compliance to the HPV Health Purchasing Policies (effective 26 June 2016).

To **reject** a self-assessment submission:

1. Click on the **Approval Link** in the email to open the report
2. Review the submitted self-assessment
3. Click on **No, I don’t approve** to reject the report. (Note: this comment will be sent back to the health service requester)

#### Approval request - Health service compliance self-assessment

Dear Chief Executive/authorised delegate,

In accordance with the health service reporting requirements outlined in Health Purchasing Policy 1: Procurement Governance, your health service is required to complete an annual self-assessment of compliance with the Health Purchasing Victoria (HPV) Purchasing Policies and HPV collective agreements.

The self-assessment of compliance has been prepared and submitted to you for approval by:

First Name:  
Last Name: -  
Email:  
Phone:  
Position: I  
Department: Supply

#### Action required

Please review the draft self-assessment, which can be accessed via this [Approval Link](#).

If you agree with this assessment, please ‘approve’ on behalf of your health service via the link provided. This action will submit your health service’s annual self-assessment to HPV.

If you do not agree, please ‘reject’ and provide comment on the reasons for this rejection. This action will return the self-assessment to the person who prepared the form.

The annual self-assessment must be submitted to HPV by 31/05/2019.

If you have any questions, please contact [compliance@hpv.org.au](mailto:compliance@hpv.org.au)

#### Statement

I attest that the above annual compliance self-assessment is a true and accurate summary of my health service’s compliance to the HPV Health Purchasing Policies (effective 26 June 2016).

- Yes
- No, I don’t approve (Note: this comment will be sent back to the health service requester)

Submit

### Viewing a previous submission

To view a previous submission:

1. Login to the Compliance Portal on the HPV website
2. Click on **CPO Compliance portal** in the left navigation menu
3. Click on **Compliance Report History** in the navigation menu



4. Locate the past submission you wish to view and click **View** to open the report. The report will now open in read only mode.

CPO COMPLIANCE PORTAL

#### Compliance Report History

##### Past Submissions

|   |      |
|---|------|
| 2017-18 HPV annual mandated compliance self assessment (approved)     | View |
| 2017-18 HPV annual non-mandated compliance self assessment (approved) | View |

### Assessment of the health service submission

Following the approval of the self-assessment submission by the health service Chief Executive/authorised delegate, the submission will then be submitted to the HPV for review. The review and assessment of your submission will be undertaken by a member of HPV’s compliance team who will review all self-assessments against HPV’s supplier data and will contact a health service to query any anomalies, exemptions or non-compliant declarations.

### Support

For any queries relating to the self-assessment, please contact your customer relationship manager or email [compliance@hvp.org.au](mailto:compliance@hvp.org.au)

## Appendix A

### Criteria definitions for the HPV collective agreements

See the table below for the criteria definitions for the HPV collective agreements.

| Criteria                  | Definition   |
|---------------------------|--|
| <b>1. Compliant</b>       | The health service is compliant with all requirements of the HPV Collective Agreement, which includes complying with the scope of the agreement and contractual terms and conditions.  |
| <b>2. Exempted by HPV</b> | <p>The health service has applied for and received an exemption from HPV in accordance with the process set out in the HPV Health Purchasing Policy 5. Collective Purchasing either for a defined range of product(s) or service(s) or for the entire contract.</p> <p>If the exemption is for a defined range of product(s) or service(s), the health service is compliant with the contract in all other respects for the financial year.</p>  |
| <b>3. Not compliant</b>   | <p>The health service is not compliant with all requirements of the HPV Collective Agreement, which includes complying with the scope of the agreement and contractual terms and conditions. For all areas of non-compliance, please specify:</p> <ul style="list-style-type: none"> <li>• the specific products or services that were not acquired under the HPV collective agreement</li> <li>• reasons for non-compliance</li> <li>• actions being taken to address the non-compliance</li> <li>• the anticipated timeframe in which the non-compliance will be resolved (if unknown, please state this)</li> </ul> <p>This status should be selected if a health service has not yet transitioned to new HPV Collective Agreements or variations to existing agreements by the Agreement Start Date.</p> |
| <b>4. Not applicable</b>  | If the range of products or services covered by the contract have not been required or purchased by the health service within the financial year, the health service should select not applicable  |