



# RATE CARD

## ARCHI Content Contribution Guidelines

### Principles

- ARCHI aims to support the implementation of healthcare innovations through sharing resources.
- ARCHI aims to support collaboration.
- Australian health professionals are encouraged to participate and submit content.

## Costs for Publishing on ARCHI

### ARCHI Contributors (including NSW Health)

There is no charge to publish a standard page (up to 1000 words) and up to 5 attached files on ARCHI. For more involved work, including multiple pages, multimedia editing, design work, etc – charges will apply based on the time involved. Charges are based on the rates described in the general costs.

## General Costs

### Standard Rate.....\$150 per hour

This rate applies to:

- Standard pages
- Attaching files
- Basic web development - standard html, simple javascript /online forms
- Basic graphic design

### Specialist Rate .....\$180 per hour

This rate applies to:

- Advanced coding
- Audio and video editing and/or conversion
- Complex graphic design
- Content development and/or analysis
- Out-of-scope services

## Discussion Forum

There is no charge to participate in the ARCHI discussion forums or to establish an open forum. However the forum must have at least 5 people willing to participate and one person nominated as moderator. It is possible to have closed forums on ARCHI, and these will incur a set up fee of \$200.

## Content Assessment

Content contributions or requests to publish content are assessed on a case-by-case basis.

### Stage 1

In order to be published on ARCHI content must first fit into either an Innovation or Clinical Practice Improvement category.

#### **Innovation:**

##### **For content to meet this requirement it must:**

Describe a new way of doing something or a way of doing something that is new. In the area of practice this could be a new model of care, a different approach to managing the patient journey, development and application of new roles and /or skills. In the area of technology this could include new equipment, information systems and /or management and use of information.

#### **Clinical Practice Improvement:**

##### **For content to meet this requirement it must:**

Describe practice that is at the forefront of best practice. This could include models of care, guidelines, application of policy that could be specific to a specialty area (eg surgery, emergency department) or a client group (eg older persons, children) but importantly it must represent a best practice approach and be supported by evidence, toolkits etc so that it can be applied in practice. In the area of technology this could include description of the use of specific tools and/or systems that support or enable best practice.

## Stage 2

Content is assessed against the ARCHI quality matrix. Content must achieve a score of at least 12 to be posted. The matrix has four criteria:

- Transferable - it is applicable to another site / service / situation.
- Useful - there is enough information and resources to enable another health service / professional to implement it.
- Current - the content reflects a state or Federal reform priority /is the only example of the innovation.
- Concise - content is succinct and contains only information relevant to the innovation / clinical practice improvement.

The ARCHI team is happy to discuss content development and improvements to ensure material is of a high standard.

## Principles for developing content for ARCHI

Some basic principles to help with writing, structure and format of content to be published on the ARCHI website:

### Make it useful

Consider your aims. What do you want people to do with this content? Who do you think will use it and what for? Make sure that your content and resources fulfil those aims.

### Address the audience

The ARCHI audience is made up of health professionals. There is a high level of assumed health knowledge, for instance they know Emergency Departments are busy.

### Use plain language

Explain acronyms the first time they are used. Use everyday words, short sentences and the active voice. Avoid using jargon.

### Keep it brief

The fewer words you use the better, without compromising the substance of the content.

### Comply with copyright

Posting content on ARCHI is considered publishing and reproduction for copyright purposes. You should:

- Own all of the content that you want to use, or get permission to (re)publish it.
- Keep, and give ARCHI a copy of, permission granted for third party content.

For more information on copyright please visit the Australian Copyright Council Website.

## Contact

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