PUBLIC CONSULTATION SUBMISSION TEMPLATE

The CI Task Force invites you to make a submission on the DRAFT

Improving the standard of care for adults with hearing loss and the role of cochlear implantation: Living Guidelines

To ensure that the submission is as comprehensive, relevant and useful as possible, the CI Task Force welcomes:

• general comments about the format and content of the draft

• suggestions for specific changes and additions

• any relevant supporting documentation.

Please type directly into the tables that relate to your comments. Add extra rows as needed.

It is not necessary to respond to all the identified areas, only those areas for which you have views. If you choose not to respond to some areas, please just leave them blank.

**How do I make a submission?**

Please use the submission template to make a submission to the public consultation process.

You will receive an acknowledgement via email when your submission has been received.

The CI Task Force is unable to accept:

* Comments sent in other forms, other than using this template OR via MAGICapp will not be accepted
* Comments which do not comply with these submission instructions
* Confidential information or other material that you would not wish to be made public
* Comments, which in the opinion of the CI Task Force are inappropriate.

**What contact details are required?**

Please provide your contact details and signature on the cover sheet of the submission template. Submissions that do not have this form attached will not be accepted.

If the submission is from an organisation, please indicate this on the cover sheet. Please include the signatory's position, and the name and position of the person who authorised the organisation’s submission.

Please note that we might contact you during the consultation process to clarify or seek further information on any issues raised in your submission.

**How should I format my submission?**

The submission template is provided in MS Word format.

If you are unable to access or use the template please email guidelines@htanalysts.com.au.

**Where do I send my submission?**

Please e-mail your submission and any relevant supporting documentation to guidelines@htanalysts.com.au.

The closing date for submissions isthe **31st May 2023.**

**What will happen to my submission?**

All submissions will be collated by the CI Task Force and considered in detail at the end of the public consultation period.

The CI Task Force may include your name, or the name of your organisation with your submission, and/or quotes from your submission in any reports prepared relating to this module, and/or the final published module and its later publications.

Comments received in the course of public consultation may be published anonymously in the interests of openness and transparency, and to promote understanding about how the module was developed. The comments may be published as a record of submissions that the CI Task Force received. The publication of comments received will not represent endorsement of the comments by the CI Task Force.

# COVER SHEET

Please ensure that all details on this page are completed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title |  | Name |  | | |
| Postal Address |  | | | | |
|  |  | | | | |
| Suburb |  | State |  | Postcode |  |
| Phone |  | Fax |  | | |
| E-mail |  |  |  | | |
| Signature |  |  |  | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Is this submission being made on behalf of an organisation? (Y/N)** | | | | |  | |
| Name of Organisation |  | | | | | |
| Postal Address of Organisation |  | | | | | |
|  | | | | | |
| Suburb |  | State |  | Postcode | |  |
| **Authorising Person** |  | Name |  | | | |
| Position |  | | | | | |
| Phone |  | Fax |  | | | |
| E-mail |  | |  | | | |
| Signature |  | |  | | | |

# LIVING GUIDELINES

1. **READING GUIDE**

|  |  |  |
| --- | --- | --- |
| **Section Number** | **Comments** | **Attached documentation Y/N** |
|  |  |  |

1. **INTRODUCTION**

|  |  |  |
| --- | --- | --- |
| **Section Number** | **Comments** | **Attached documentation Y/N** |
|  |  |  |

1. **METHODOLOGY**

|  |  |  |
| --- | --- | --- |
| **Section Number** | **Comments** | **Attached documentation Y/N** |
|  |  |  |

1. **CLINICAL GUIDANCE**

|  |  |  |
| --- | --- | --- |
| **Section Number** | **Comments** | **Attached documentation Y/N** |
|  |  |  |

1. **EVIDENCE GAPS**

|  |  |  |
| --- | --- | --- |
| **Section Number** | **Comments** | **Attached documentation Y/N** |
|  |  |  |

1. **GLOSSARY AND ABBREVIATIONS**

|  |  |  |
| --- | --- | --- |
| **Section Number** | **Comments** | **Attached documentation Y/N** |
|  |  |  |

1. **ACKNOWLEDGMENTS**

|  |  |  |
| --- | --- | --- |
| **Section Number** | **Comments** | **Attached documentation Y/N** |
|  |  |  |

1. **REFERENCES**

|  |  |  |
| --- | --- | --- |
| **Section Number** | **Comments** | **Attached documentation Y/N** |
|  |  |  |

# TECHNICAL REPORTS

**APPENDIX A-C**

|  |  |  |
| --- | --- | --- |
| **Section Number** | **Comments** | **Attached documentation Y/N** |
|  |  |  |

**APPENDIX D-E**

|  |  |  |
| --- | --- | --- |
| **Section Number** | **Comments** | **Attached documentation Y/N** |
|  |  |  |

# OTHER

|  |  |  |
| --- | --- | --- |
| **Section Number** | **Comments** | **Attached documentation Y/N** |
|  |  |  |