

## **Virtual HEF Group code of conduct**

All Virtual HEF Group members are expected to respect the following code of conduct.

1. Maintain patient confidentiality in all correspondence on the group.
2. All comments shared with the group should be non-judgmental and non-threatening, to facilitate an open-minded and sharing environment.
3. Try to make the titles of conversation threads clearly relevant to the topic, so historic threads can easily be identified.
4. Do not use the group for personal communication.
5. Any comments that fall outside of the code of conduct will be removed from the group and membership may be withdrawn.

## **Virtual HEF Group terms of reference**

1. The group is open to all health care professionals with an interest in home enteral feeding, including dietitians, dietetic assistant's, nurses, and medics.
2. The group is not open to industry members.
3. Anonymous questions may be asked via the PENG HEF Clinical Lead by e-mailing [pen.group@ymail.com](mailto:pen.group@ymail.com) your question. The PENG HEF Lead will share the question, and member's identity will not be disclosed to the group.
4. Members can ask the PENG HEF Clinical Lead to share their questions on the NNGG forum if they wish to have a wider response.
5. The PENG HEF Clinical Lead will keep a database of all members of the Virtual HEF Group.
6. New members can request to join the group by completing the registration form available on the non-members PENG website.
7. Instructions on how to join the Virtual HEF Group are available on the non-members PENG website.
8. Any member wishing to no longer be a member of the Virtual HEF Group should e-mail [pen.group@ymail.com](mailto:pen.group@ymail.com) and you will be removed from the group and the database.
9. Consent is required from the author of any resources for it to be stored on the Virtual HEF group or PENG website.
10. The discussion threads may be used to produce a summary of views of the group with regards a specific topic.
11. Any shared resources should be cited if they are used to develop further resources by members or PENG.
12. All views shared on the group are those of the author, and are not those of PENG.