



WEBSITE CONTENT POLICY

Introduction

Cancer Voices SA (CVSA) aims to "ensure patients and supporters are receiving the best possible information...". Therefore it is important that our website is a useful, evidence based and reliable resource for our members. This website content policy is intended as a guideline to ensure quality standards are maintained and determine if website links or other documents are suitable for posting on the CVSA website at: www.cancervoicesa.org.au (NB: comments or suggestions on improving the policy are welcomed by the Cancer Voices SA Executive Committee).

Website content Review Procedure

- 1 A member of the CVSA Executive Committee will review each website/resource using the Website Content Review Checklist. A rating in the range of 1 (poor) – 5 (Excellent) will be given on each of the criteria eg. a score of 1 or 2 indicates that the criteria is poorly met, 3 indicates moderate agreement with the criteria, 4 or 5 indicates assessment as very good to excellent on this criteria.
(A) Resources achieving an Overall score of 25 or more will be recommended for posting on the CVSA website.
(B) Further review by additional member(s) may be recommended if resources that do not achieve an Overall score of 25 but the reviewer or other Executive Committee member believes the resource has merit eg. it may be highly relevant to an important topic and no better resource can be located.
(C) Resources with an Overall score of <25 will not generally be posted to the website without the recommendation of two or more reviewers.
- 2 The Review recommendations will be addressed at CVSA Executive Committee meetings and approved resources forwarded to the WebMaster to be posted on the CVSA site. Checklists will be kept on file.

Disclaimer:

*NB. Although website links and resources listed on the Cancer Voices South Australia (CVSA) site have been reviewed by one or more members of the CVSA Executive Committee and recommended for posting after assessment against the Website Content Review criteria, **the opinions and recommendations contained in these websites are not necessarily those of, or endorsed by Cancer Voices SA.***

Website Content Review Checklist

Website address/Document title:

Date of Review:

Reviewed by:

| Criteria | Excellent | Fair | Poor |
|--|--|------------------|-----------------------|
| Rating score: 5 (Excellent) to 1 (Poor) | (Score 5 or 4) | (Score 3) | (Score 2 or 1) |
| Relevant/Useful to cancer consumers, carers and others affected by cancer. (Attributes may include comprehensiveness in addressing issue(s), broad target audience or specific group focus) | | | |
| Authority/ Credibility Authorship is identified Qualifications of authors are clear eg. a professional or accredited authority on the subject or their perspective is stated eg. "I'm a cancer survivor" | | | |
| Objectivity The author's interest and/or mandate in developing and sharing this information is clear and provides adequate disclosure. Resource not supported by commercial advertising Content unbiased | | | |
| Quality content Content is well written Content is arranged in a logical flow Visual, audio etc elements are appropriate | | | |
| Evidence based/ Reliable information Information is verifiable ie. Sources of information are identified Research evidence is cited to support the content Information is correct Rigorous evidence used | | | |
| Current/ Up-to-date Date of publication/updates cited on site Information is current, not out of date Links work and go to a live webpage | | | |
| User friendliness Resource easy to use/navigate Visual elements enhance the content Instructions are included and are easy to follow 'Tone' respectful and inclusive ie accessible across the spectrum of income, education, culture etc. | | | |
| Total Score (for each column) | | | |
| Overall Score (Score >= 25 Recommended for posting) | | | |
| Recommendation: | <ol style="list-style-type: none"> 1. Post on website 2. Suggest further review 3. Reject | | |
| Comments | | | |