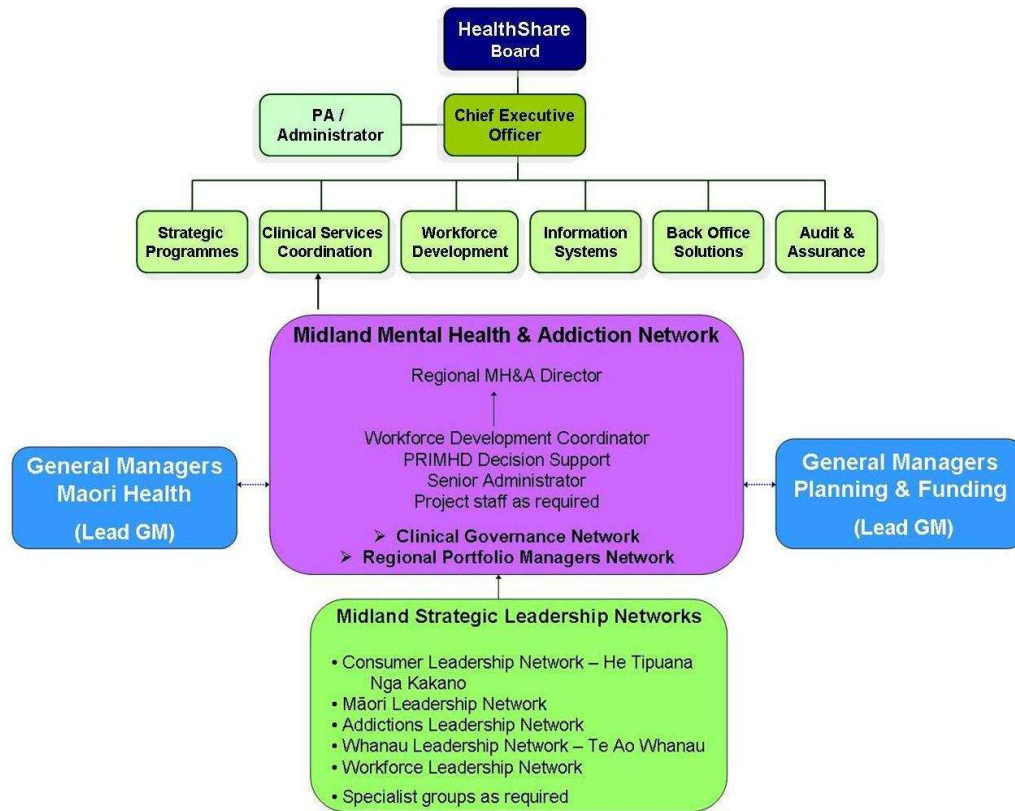


TERMS OF REFERENCE MIDLAND MH&A Workforce Leadership Network



This Terms of Reference should be read in conjunction with the each DHB's Annual Plan, Midland Mental Health & Addictions Strategic Plan and the Midland Regional Clinical Services Implementation Plan.

Vision	A workforce that contributes and influences to create and environment that promotes people <i>“Living well with supportive systems”</i>
Purpose	To provide regional strategic leadership and a mandated voice at a regional level for workforce that has: <ul style="list-style-type: none"> ▫ A regional focus ▫ A mental health and addiction specialty ▫ Linked to National Workforce Centres direction ▫ Linked to Health Workforce New Zealand direction
Key Objectives	<ul style="list-style-type: none"> • Provide a workforce perspective at a regional activity level • Supporting regional mental health and addiction workforce planning • Supporting service improvement through workforce development • Linking to national and regional groups and networks • Effective use of resources thereby reducing duplication • Leading and/or supporting the development of nationally consistent

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	<p>approaches to mental health and addiction</p> <ul style="list-style-type: none"> • Reducing inequalities in mental health and addiction outcomes. • Bring and take back information to local stakeholder groups and facilitate discussion to enhance regional thinking
Functions	<p>Influence, support and participate in regional activity, including implementation of the 2013/16 mental health and addiction regional service plan on behalf of the Midland DHBs, and</p> <p>The Midland Regional Workforce Leadership Network will provide expert advice to the Midlands Regional Director through the development of initiatives leading over time too:</p> <ul style="list-style-type: none"> • Improved outcomes through optimal treatment of mental health and addictions issues – resulting in recovery focussed, effective and efficient services for people and whānau accessing services • Reduced disparity in outcomes for mental health and addictions services between population groups and DHB areas across the Midland region. • Efficient and effective use of people, financial and other resources. <p>Midland Regional Workforce Leadership Network will also:</p> <ul style="list-style-type: none"> • Participate in key regional workforce decisions and ensure they are endorsed in a timely manner • Agree strategic workforce priorities to guide operationalisation across the region • Review and monitor regional workforce activity effectiveness where applicable • Ensure partnerships when working with clinicians, managers and people using services • Identify risks/gaps, assess and propose solutions • Participate in the completion of a Strategic Workforce Workplan with key stakeholders
Values	<p>The underpinning values for any activities and advice undertaken by the Midland Regional Workforce Leadership Network will be guided by:</p> <ul style="list-style-type: none"> ▫ Holistic approach – not just seeing the service user, including the whole whānau that sits around the service user ▫ Equitable partnerships ▫ Shared honestly ▫ Representing a wider workforce perspective ▫ Enabling respect (understanding points of difference) and dignity for all cultures whānau in an equitable and professional manner.

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Chairperson	<p>Midland Regional Workforce Leadership Network will elect a Chairperson from the network group. Elections will take place every two years.</p> <p>The nature of the work involved will require a high level of competency and expertise in relation to mental health and addiction services.</p> <p>Only one chair will be elected, where the chair is absent one will be nominated from the floor</p> <p>Election process</p> <p>To be by secret ballot following a brief presentation from each nominee about their individual skills relevant to the role for:</p> <ul style="list-style-type: none"> • Chair positions • Representation on external forums (where there are three or more nominees) • Representation at regional and national conferences (as per the Midland Prioritisation process) ▪ Positions on panels and working groups (where there are three or more nominees).
Membership	<p>Members of the Midland Regional Workforce Leadership Network have been selected via a robust Expression of Interest (EOI) process that was open to all of the Midland DHBs. See Appendix 1.</p> <p>Membership aims to ensure a mix of skill base and knowledge with representatives being actively involved in the delivery of mental health and addiction services, across the Mental Health and Addiction sector and across community, hospital and specialist services.</p> <ul style="list-style-type: none"> • Adult services representative(s) • Maori health representative(s) • Addictions representative(s) • CAMHS representative (s) • Primary mental health representative (s) • Midland Regional Portfolio manager (s) • National Workforce Centres • Consumer representative(s) <p>Other experts can be co-opted to the group for short, specified periods to assist the work of the Network.</p>
Accountability	<p>The workforce advice and recommendations provided by the network will be sent to the CE HealthShare through the Midland Regional Director, MH&A Clinical Governance and regional Portfolio Managers.</p>
Relationships	<p>Midland Regional Workforce Leadership Network will take its broad direction from the Midland Regional Director and be linked to the Health Workforce NZ's and Nation Workforce Centres direction of travel.</p> <p>The Chief Executive and the management of the Midland DHBs may</p>

TERMS OF REFERENCE

MIDLAND MH&A Workforce Leadership Network

	<p>attend and speak at meetings when arranged prior.</p> <p>Members are to have effective relationships with the community including providers and multi-disciplinary groups to utilise their collective expertise within the work of the group.</p> <p>Members will ensure effective engagement with appropriate clinical and non-clinical leadership groups that may be used to inform the Midland Clinical Governance Network MH&A group.</p> <p>Members will be open to receiving submissions from individuals and organisations at the discretion of the chair.</p> <p>There will be no media or other statements pertaining to Midland Regional Workforce Leadership Network.</p>
Scope	<p>Midland Regional Workforce Leadership Network has a broad requirement to consider all workforce issues of relevance in relation to the delivery of mental health and addiction services, this includes:</p> <ul style="list-style-type: none"> • Investigation, information gathering and feedback from: <ul style="list-style-type: none"> ▪ A range of work completed nationally such as national strategy documents, prioritisation processes, and legislation ▪ Group members' knowledge and experience ▪ Community issues or concerns ▪ Any other relevant information available to assist with providing advice to the Midland Regional Director • Providing sector leadership through the identification of service delivery issues and the facilitation of solutions, such as service co-ordination, support for collaboration, workforce development, and knowledge sharing.
Process	<p>Administrative support will be provided by Midland Regional Network – MH&A.</p> <p>The Midland Regional Workforce Leadership Network will meet quarterly.</p> <p>It is expect there will be a minimum of 4 face to face meetings scheduled over a calendar year.</p> <p>The Midland Regional Workforce Leadership Network may decide that it is necessary to meet, teleconference or videoconference more often as required, at times, to undertake its work.</p> <p>The Midland Regional Workforce Leadership Network may from time to time hold workshops and planning sessions involving group members and/or other interested parties. They may also, from time to time, advise of the need to form focus groups, working parties, project teams or similar groups to progress the work of the Group. These ad hoc groups will have clear expectations and timeframes to work within.</p>

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	<p>Attendance may not be delegated. Members who submit apologies must provide written feedback on the agenda items for the groups consideration.</p> <p>The expectation is that members will be committed to attend all meetings. Should a member not attend 3 consecutive meetings without tendering their apologies or providing written feedback/responses in advance of the meeting, their membership will be reviewed by the group.</p>
Reporting Requirements	<p>Midland Regional Workforce Leadership Network will provide a written report to Clinical Governance and Regional Portfolio Managers Networks quarterly or as issues arise.</p> <p>The CEO may also require specific reports from the group to inform the monthly meetings (via the Regional Director).</p>

Appendix 1

To:	Midland Region Mental Health and Addictions Network
From:	Eseta Nonu-Reid, Regional Director MH&A Service Development Joleen Turnbull – Midland Workforce development coordinator
Date:	17 th December 2012
Subject:	Expression of Interest for the Regional Mental Health and Addiction – Workforce Advisory Network

For approval

For action

X

For information

Purpose:

To seek Expressions of Interest (EOI) to participate as a member of the Midland Regional Mental Health and Addiction Workforce Advisory network.

Background:

The Midland Workforce Advisory Group was established in 2008 with membership being comprised of elected representatives from each of the regional forums and nominated representatives from each of the national Workforce Centres. With clear messages from Government showing a drive toward regionalisation in the health environment and reduction in back-room services, it is now timely to progress the Midland Mental Health & Addiction Advisory forums into a managed networks. This better aligns to Government direction and will provide high level strategic advice to the Regional Director and the newly formed Midland Clinical Governance Group.

It is an expectation that members of this group are committed to attending the quarterly face to face meetings, ensure that they are well prepared and consult with their stakeholders groups where possible prior to the meeting. Accommodation and disbursement will be provided for Taranaki and Tairāwhiti representatives. Travel and meeting time should be supported by the individual organisations.

Further to the discussions held at the teleconference with key stakeholders regarding the current Workforce Advisory Group in May 2012, we are now looking to progress to the next phase which calls for an Expression of Interest (EOI) process to develop membership for the Workforce Advisory Network for the Midland region.

Members will be selected and appointed based on specific skill sets, experience and perspectives – not solely on positions held, roles or previous membership criteria. Such perspectives include:

- Current experience of mental health and/or addiction
- Ability to work with and understand the different needs of Maori

- Local, regional and/or national networks/focus

Members will be selected based on evidence of the criteria being met and it is envisaged that the group will be no larger than 10 – 12 members. Four of those members will be a representative from each of the four National Workforce Centres, that is, Te Pou/Le Va, Matua Raki, Te Rau Matatini and the Werry Centre.

We are now inviting nominations for this network and would be pleased if you could complete the attached EOI if you are interested in putting yourself or another person forward to be considered.

If your application is successful please note that your photo and information submitted in the EOI will be published on the Midland Mental Health and Addiction website.

Evaluation Criteria

- The criteria that will be used to select members of the Workforce Advisory Network are:
 1. Passion and commitment to workforce development and providing workforce leadership and /or evidence of providing workforce direction within your current work environment
 2. Strong leadership skills with established networks into key stakeholder groups or representative nominations from the key stakeholder groups reflecting:
 - A regional focus
 - Service development or improvement
 - Strategic leadership skills
 - Evidence of leading, influencing and communicating change
 - Responsible decision making
 - Clear understanding of the role and functions of managed networks
 3. Strong communication skills with established relationships with key stakeholder groups / networks where information can be fed to and from the network
 4. A good understanding of national and regional workforce drivers
 5. Working with Maori expertise
 6. Proven track record for delivering results.
- Please use the attached template when responding to the EOI. Email applications will be accepted, please send to Joleen.turnbull@lakesdhb.govt.nz.
- Notification of the outcomes from the EOI will be communicated by the **January 10th 2013**

**Expression of Interest
Midland Regional Mental Health & Addiction
Workforce Leadership Network Member Profile**

Name	
Title / Position	
Contact Details	
Credentials	
Sector Linkages & networks (local, regional, national)	
Profile (a brief summary about you and your career history)	
Skills that you bring to the network (align to the criteria above)	