

Quality Network for Older Adult's Mental Health Services Advisory Group Terms of Reference

Purpose of the Advisory Group

The Advisory Group comprises professionals who represent key interests and areas of expertise in the field of older adult mental health, and patient and carers who have experience of older adult mental health services. The purpose of the group is to advise and further the work of the quality network for older adult mental health services, whose purpose is to improve the quality of older adult mental health services by supporting standards-based peer-review and accreditation.

The Quality Network for Older Adult Mental Health Services programme manager and CCQI senior management team are responsible for decisions about the work of the quality network for older adult mental health services.

The Advisory Group will advise on matters relating to:

- The promotion and further development of the work of the quality network for older adult mental health services;
- National policy and service context;
- The methods underpinning the work programme;
- The engagement and involvement of other organisations in the work programme, including professional associations and organisations that represent the interests of patients and of carers;
- The involvement of patients and/or carers in all aspects of the work programme;
- The development of national recommendations arising from the review process and strategies for implementing these recommendations;
- Sources of funding to further the work of the quality network for older adult mental health services.
- To support the quality network for older adult mental health services with attending and/ or facilitating reviews.

Membership

The Advisory Group comprises of a range of disciplines representing the multi-disciplinary team of the services within the network.

Full members of the Advisory Group are appointed following advertisement of the position.

The Advisory Group also includes at least one patient and/or carer who is recruited to this role by the project team and is an existing patient representative with the project. These patients are full members of the Advisory Group.

In addition to full members, the chair of the Advisory Group, in consultation with the programme manager, may appoint co-opted members to the group (for example, faculty representatives), provided these do not constitute more than half of the group's total membership.

Members normally serve for a period of three years. They may stand for re-election/reappointment/re-nomination for a further period of three years.

The Advisory Group is led by the Chair who will serve for a period of three years. They may stand for re-election/reappointment/re-nomination for a further period of three years.

The chair is elected by full members of the advisory group. In the event of a tie, the programme manager will have a casting vote.

Members are expected to attend a minimum of one review a year to maintain their experience of the review process.

Appendix 1 is the role specification for members of the Advisory Group and appendix 2 for the Chair.

Meetings

Meetings take place three – four times per year. At least two of these meetings will be held virtually with the potential for one meeting per year to be held in person at the RCPsych office in London.

An Advisory Group meeting is quorate when four or more members are present. All four of these members should be full members.

If members miss more than two meetings in a row, their membership of the group will be reviewed by the Chair and programme manager.

RCPsych Values

The RCPsych values underpin all the work of the quality network for older adult mental health services. These values are Courage, Innovation, Respect, Collaboration, Learning and Excellence. It is expected that all members of the Advisory Group demonstrate these values while undertaking their role.

Appendix 1

Member of the Quality Network for Older Adult Mental Health Services Advisory Group

Role and Responsibilities

The Advisory Group is a key component of the quality network for older adult mental health services. Its purpose and way of working is described in the group's terms of reference. A member's role is to participate actively and collaboratively in the process of advising and representing the team that manages the quality network for older adult mental health services.

The member's specific responsibilities are to:

1. Attend meetings of the Advisory Group and to participate in its discussions and in the formulation of its advice about the issues that fall within its remit (see terms of reference).
2. Keep up-to-date with revisions of the quality standards used by the quality network for older adult mental health services and with new developments in the methods used to monitor compliance with these.
3. Promote the work of the quality network for older adult mental health services within any stakeholder group with which they have influence.
4. For members who are nominated by a professional association or other national body:
 - i. to represent the perspective of that organisation on the Advisory Group;
 - ii. to promote the interests of the quality network for older adult mental health services within the organisation that they represent;
 - iii. to act as a link with the members of the organisation that they represent.
5. Attend a minimum of one review within each review cycle.
6. Undertake any other duties related to the role purpose and terms of reference.

Person Specification

Essential

- Broad knowledge and experience relevant to older adult mental health.
- Good interpersonal skills.
- Good spoken communication skills.
- Positive manner and ability to enable the forming of consensus.
- The person's service is a member of the quality network for older adult mental health services if eligible.

Desirable

- Practical experience of involvement in improvement work.
- Experience of working with patients or their representatives.

Appendix 2

Chair of the Quality Network for Older Adult Mental Health Services Advisory Group

Role and Responsibilities

The Advisory Group is a key component of the quality network for older adult mental health services. Its purpose and way of working is described in the group's terms of reference. The Chair's role is to ensure that the Advisory Group works in a manner that optimises the quality of advice it gives.

The chair's specific responsibilities are to:

1. Chair the quality network for older adult mental health services advisory group in a manner that ensures that it abides by its terms of reference and that ensures that all members of the group are able to contribute fully.
2. When desirable, to meet with patient and carer members of the Advisory Group before meetings to ensure that they are fully briefed and to discuss their input to the meeting.
3. Advise and support the quality network for older adult mental health services team to recruit to and maintain an Advisory Group that represents key stakeholder interests.
4. Maintain regular contact with the quality network for older adult mental health services team and to be available to deal with ad hoc requests from the project team.
5. Provide occasional advice and input to the College Centre for Quality Improvement team using assured channels of communication.
6. Act as a spokesperson to represent the interests of the services that are members of the quality network for older adult mental health services and to encourage other services to join the scheme.
7. Communicate information about the quality network for older adult mental health services to individuals, Faculties and departments within the College, within other partner organisations and externally, for example to other professional associations and to the Department of Health.
8. Represent the quality network for older adult mental health services at Department of Health and other planning groups that develop policy.
9. Head up targeted lobbying about specific priority issues.

10. Advocate developments in local services.
11. Prepare papers for publication in peer-reviewed journals and more popular media and for presentation at conferences.
12. Attend a minimum of one review within each review cycle.
13. Undertake any other duties related to the group's terms of reference.

Person Specification

Essential

- Expert on older adult mental health.
- Experience of chairing committees at the national or regional level.
- Excellent interpersonal skills.
- Excellent written and spoken communication skills.
- Positive manner and ability to enable the forming of consensus about decisions.
- Understanding of the principles of quality improvement.
- The person's service is a member of the quality network for older adult mental health services if eligible.

Desirable

- Practical experience of leading improvement work.
- Experience of working with senior civil servants, health service staff and policy makers.
- National expert on older adult mental health, e.g. publications and conference papers.