

# **The national COPMI initiative Workforce Development Consultation Group Terms of Reference**

## **Desired Outcome:**

The role of the national COPMI initiative **Workforce Development Consultation Group** is to provide advice and assist in communication and consultation with key stakeholders regarding the development of quality workforce development resources for workers.

The Key Performance Indicator for this area of work within the COPMI initiative will be a reported increased access to quality workforce development resources for people working with children and families regarding:

- the promotion of factors to enhance children's resilience
- the reduction of risk factors for children, and
- resources to assist mental health workers in relation to supporting families and children affected by parental mental illness

## **Processes:**

The Consultation Group will achieve this outcome by:

- providing advice regarding the possible content and format of defined resources,
- participating in 'review and comment' on documents and other resources during their development phase, and
- assisting in the trial of resources and/or assisting in identifying target users to trial the resources.

Members of the Consultation Group will generally communicate by telephone conference, e-mail or via a designated wiki on the COPMI website.

Some Consultation Group members will be asked to identify those groups or individuals with whom they will communicate/consult. Some members will be recognised as providing individual expert comment only and will not be required to consult/communicate with others.

Resources sent to members (documents, trial website pages etc.) will be clearly identified as either 'For Information' or 'For Comment'. Any information requiring comment will be sent at least 14 days before the due date for feedback.

Employed professional members of the Consultation Group will participate without remuneration. Appropriate arrangements will be made to support consumers, carers and young people to participate.

The Processes used by the group will be regularly reviewed to ensure that they are 'user friendly' for members.

**Chair:**

The Chair of the Workforce Development Consultation Group is Kylie Eddy, Workforce Development Officer.

**Accountability:**

The Consultation Group, via the Chair, is accountable to the Chair, AICAFMHA Board of Directors, Philip Robinson. Consultation Group members may contact Philip Robinson directly if they have issues of concern which they have been unable to resolve to their satisfaction with their Consultation Group Chair.

**Members:**

Consultation Group members will represent a variety of stakeholder groups, and/or areas of expertise. Membership will be sought from the following groups:

- parents with a mental illness
- carers of a parent with a mental illness
- specialist workers in capacity building, workforce development of mental health workers
- academics with expertise in the education of mental health , health, education and welfare professionals who work with families where a parent has a mental illness
- policy advisors, health managers with expertise in the professional development of mental health workers about issues relating to children of parents with a mental illness.

It is expected that a range of Australian states/territories will be represented where possible.

Representatives from Mental Health Professions will also be included. These are Social Work, Nursing, Psychology, Psychiatry, Occupational Therapy and General Medical Practitioners.

Specialist expertise from outside of Australia will be sought by the Consultation Group as required.

The Consultation Group will be assisted by the COPMI Communications Officer, David Boots, and the COPMI Project Support Officer, Susan Hubbard.

Endorsed: 5/8/2008 (by national COPMI Reference Group)

Review Date: 5/8/2009