

Terms of Reference

RCN Mental Health Subject Matter Experts and Clinical Specialists

Ratified May 2021

RCN members with national and international expertise of mental health care and mental health nursing. Complement the existing knowledge within the Mental Health Forum Committee (Mental Health Forum Committee). Representing the RCN Professional Lead for Mental Health at expertise specific events and committees. Leading, shaping, supporting, delivering and evaluating RCN and Mental Health Forum projects and workstreams.

Chair(s): Professional Lead for Mental Health *and* Chair of the Mental Health Forum Committee

1. Purpose:

- 1.1. Represent the voice of mental health nursing (MHN), providing clinical and/or academic expertise, influencing Mental Health policy and practice development.
- 1.2. Influence, inform and drive new ideas of working and ways to raise and improve the profile of MHN.
- 1.3. Provide critical review and expertise on national and local activities (i.e. Projects, consultations, policy) in a timely manner.
- 1.4. Support the Mental Health Forum Committee to develop, lead and disseminate mental health forum projects.
- 1.5. Be consulted by the RCN on various matters arising.

2. Activity:

- 2.1. Offer subject-specific expertise and guidance to the RCN's Professional Lead For Mental Health and the Mental Health Forum Committee.
- 2.2. Represent the RCN's Professional Lead For Mental Health at national committees and steering groups, keeping the Professional Lead For Mental Health and Mental Health Forum Committee up-to-date on prevailing issues, committee actions/decisions.
- 2.3. Ensure all RCN mental health workstreams and projects are underpinned by evidence and expertise.
- 2.4. Participate in horizon-scanning and long-range planning exercises to help identify emerging challenges and opportunities for mental health practice, research and education.
- 2.5. Support talent management and succession planning of specialist expertise.
- 2.6. Offer coaching and mentoring to other RCN subject matter experts and Mental Health Forum Committee members.

3. Membership:

- 3.1. Membership of this group will be determined by national initiatives, NHS long term plans, NICE guidance reviews and practice development needs with a view to Four-Country representation.
- 3.2. Longer-term sustainability and relevance of the group will be maintained as new clinical, practice development and policy issues emerge.

- 3.3. Not all members of this group will be involved in projects or workstreams at the same time. There is an expectation that members of this group engage in at least one key activity throughout the year (*as outlined in section 2.*)
- 3.4. Members will meet twice a year to review activity, plan work, agree priorities and sign off any work undertaken.
- 3.5. Membership of this group will be reviewed annually.
- 3.6. Members will be profiled at: RCN mental health representatives.

4. Governance:

- 4.1. The RCN *Subject Matter Experts and Clinical Specialists* is a subgroup within the RCN's *Mental Health Forum*. Forum governance oversight is provided by the Forums Governance Group (FGG).
- 4.2. All subgroup activities feed into the Mental Health Forum Committee for purposes of governance, are logged and reviewed every six months (*minimum*).
- 4.3. All Mental Health Forum Committee activities are fed into the wider membership of the Mental Health Forum.
- 4.4. Key RCN activities and engagement opportunities are fed directly into the Mental Health Forum Committee and *Subject Matter Experts and Clinical Specialists Subgroup*, by the Professional Lead For Mental Health.
- 4.5. Cross-Forum partnership and engagement is encouraged. Any such engagements must be reported to the Mental Health Forum Committee for governance purposes.
- 4.6. The Chair of the *Subject Matter Experts and Clinical Specialists* will complete and submit a reporting output form to the Mental Health Forum Committee after every meeting.

General Preparation:

The majority of external meetings require smart business attire. You should receive directions and any papers for the event direct from the organisers. In some cases the RCN will forward these to you.

You will be representing the RCN. If any 'asks' arise during the meeting that you are unsure about, you must advise that you will need to check the RCN's official position with the Professional Lead For Mental Health. Feedback can be provided to the meeting chair at a later stage.

There may be circumstances where you have expertise on a particular topic, yet feel you do not have clarity of the RCN's position. In such circumstances, it is appropriate to offer your professional expertise. Please be explicit when doing so.

Representation Report Form:

It is normal practice that a representation report is completed once a member has attended a meeting. We strive to make the most from your representation by utilising this intelligence wisely and keeping a copy for our records. Please open and download the form [here](#).

Please note that the report should not contain any personal information in relation to details of delegates or speakers at the event. We would normally request to receive the completed report two weeks after the meeting has taken place.

All completed representation reports will be reviewed by the Forums' Governance Group (FGG) meetings throughout the year. You may be requested to provide further information on any aspect of your report.

Expenses:

Please obtain a travel request form from Shirley.foster@rcn.org.uk. Once you have completed this, please return directly to Shirley for processing.