Terms of reference

RCN subject matter experts and clinical specialists

Ratified September 2019

To ensure specific mental health nursing policy, practice and research expertise is appropriately profiled on national boards the RCN’s Professional Lead for Mental Health works with RCN Mental Health Forum Committee, subject matter experts and clinical specialists.

These terms of reference outline the rationale for inviting specific MHN experts and individuals to be co-opted on working groups, work streams, practice development programmes and provide consultancy

1. Purpose:
   1.1. To represent the voice of mental health nurses, clinical and/or academic expertise and influence Mental Health policy and practice development
   1.2. To influence, inform and drive new ideas of work and ways to raise our profile and improve the Mental Health Nursing profession
   1.3. To comment on and be informed of National and Local activities in relation to Mental Health in a timely manner and work appropriately with Forum and professional lead
   1.4. To develop and disseminate ideas for future projects
   1.5. To be consulted as a valued stakeholder

2. Activity:
   2.1. To offer expertise and guidance to the RCN MH professional lead
   2.2. To represent the RCN MH professional lead at national committees, compile notes and keep professional lead up-to-date on prevailing issues, committee actions/decisions
   2.3. To ensure all work is underpinned by evidence from research and expertise
   2.4. Participate in horizon-scanning and long-range planning exercises to help identify emerging challenges and opportunities for the RCN and the wider profession
   2.5. Support talent management, spotting and succession planning of expertise
   2.6. Coach and mentor subject matter experts

3. Membership
   3.1 membership of this group will be defined by national initiatives, NHS long term plans, NICE guidance reviews and practice development needs with a view to 4-Country representation as required to ensure the longer term sustainability and relevance of the group is maintained as new clinical, practice development and policy issues emerge
   3.2 Not all members of this group will be involved in work at the same time however members will meet once a year to review activity, plan work, agree priorities and sign off work undertaken
   3.3 will include those from education, academia, practice, leadership and policy in addition to RCN Forum Committee
   3.4 The Professional Lead will chair and Deputy roles (to be agreed)
   3.5 TOR to be reviewed within a year
   3.6 Will be profiled via https://www.rcn.org.uk/clinical-topics/mental-health/rcn-mental-health-representatives

Specific briefing:

Travel:

Please obtain a travel request form to complete your travel details. Once you have completed this, please send it back to Shirley.foster@rcn.org.uk so this can be processed for you.
**General Preparation:**

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

You will be representing the RCN and if there are any ‘asks’ during the meeting that have not already been established then you can advise that you will need to check the RCN’s position regarding this and feedback will be provided at a later stage. It is advised to document on the representation form and send back as soon as possible or email your RCN contact asap to discuss.

There may be circumstances where you have an opinion on a topic however feel you do not have clarity of the RCN’s position. It is appropriate to offer a personal opinion rather than an RCN position.

**Representation Report Form:**

It is normal practice that a representation report is completed once a member has attended a meeting so that we make the most from your representation by utilising this intelligence wisely and have a copy for our files. I would therefore be grateful if you could please complete the attached representation report form and send this back to me.

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 2 weeks after the meeting has taken place.

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