# IPS STEERING GROUP

# TERMS OF REFERENCE TEMPLATE

### Background

Individual Placement and Support (IPS) is an evidence-based practice. International trials have proven the efficacy of this approach supporting people with mental health and addiction issues to find and sustain paid employment. Employment consultants are integrated into clinical mental health and addiction teams and help these teams support people to obtain competitive employment to enhance their recovery.

IPS is characterised by eight practice principles – Ngā pou pono:

1. **Zero exclusion** – each person who has a desire to work is eligible.
2. **Individually tailored** – support is consistent with the person’s choices and preferences with a view of also strengthening their whānau.
3. **Rapid job search** – begins within 30 days of entering an IPS employment support service.
4. **Focus on competitive employment** – real mahi, real pay.
5. **Benefits counselling/financial guidance** – helps the person transition from benefits to salary and wages.
6. **Job development** – employment consultants establish and maintain relationships with local employers.
7. **Follow-along support** – support continues beyond being placed in mahi. With consent of the person, this support can be offered to them and the employer.
8. **Integrated clinical and employment support** – employment consultants are an integral part of mental health and addiction services. They are embedded in clinical teams to enhance collaboration.

IPS employment support services are delivered by <name of employment provider(s)> providing employment consultants(s) who are integrated with the mental health and or addiction team(s) identified below:

<list all participating mental health and addiction teams here>

The objectives of the IPS employment programme are to:

* Increase access of employment support for people with mental health and addictions
* Reviewing services to assess adherence to the IPS principles and practices. This is done using the relevant fidelity scales (Australia-NZ IPS-25 or IPS-Y).

In alignment with fidelity, the mental health and addictions service promotes competitive employment through multiple strategies. Both the mental health and addictions service and employment provider(s) demonstrate senior leadership support for implementation and ongoing development of their IPS employment support service. Leadership is supported to understand the principles and practices required to meet ‘good’ or ‘exemplary’ fidelity. Leadership will identify barriers and facilitators of ‘good’ fidelity, so they can contribute to executing quality improvement strategies.

### Tiriti o Waitangi /Treaty of Waitangi

The IPS Steering Group will operate in accordance with the Tiriti o Waitangi. The Group will act in the spirit of kawanatanga (governance), tino rangatiratanga (self-determination), oritenga (equality) and wairuatanga (spiritual customary practices) and be observant of the Treaty of Waitangi principles of partnership, participation, and protection.

The IPS employment support services will be available for people who access the identified mental health and or addiction services with an emphasis on reducing health disparities and inequities for people and their whānau.

### Role and purpose of the IPS Steering Group

The Group’s role is to provide guidance, oversight and decision-making related to the implementation and delivery of the IPS employment support programmes within the mental health and addiction services identified in scope with fidelity.

All group members will be familiar with the relevant Fidelity Scales. Regular fidelity reviews are a critical part of assessment and quality improvement. The Group will overview IPS operational efficiency and employment outcomes, sharing responsibility for the overall performance of the IPS employment support programme. IPS fidelity Self-Assessments (and Improvement plans), Fidelity Review Reports and (IPS Development Plans) will feature as agenda items to determine areas where change is needed to improve IPS employment support service provision across the mental health and or addiction teams.

### Objectives of the Steering Group

There is an expectation that members will make every effort to attend all meetings. Out of session document reviews may also be required. Each Group member will devote sufficient time to become familiar with the affairs of the Group and the wider environment it operates in by:

* Supporting and monitoring IPS employment support service delivery and outcomes
* Monitoring the impact of the service on clients and the workforce and being cognisant of any policies or procedures that are misaligned with IPS practices and principles
* Reviewing the risk and issues associated with the IPS employment support service, and assisting with further development where it is deemed necessary, and
* Ensuring guided fidelity self-assessments and fidelity reviews are undertaken to continuously monitor alignment to evidence-based practice.

### Membership of the Group

Members of the Group will comprise of relevant stakeholders with leadership roles and decision-making authority selected from the mental health and addictions service and employment provider(s). <See examples below:>

|  |  |
| --- | --- |
| **Title/Role** | **Organisation** |
| General manager or Service operations manager | Mental health and addictions service |
| General / Service manager /Director | Employment provider(s) |
| Planning and funding portfolio manager | <As per contracting requirements> |
| Kaumātua/cultural advisor | Mental health and addictions service /and or employment provider(s) |
| Consumer, peer/lived experience & whānau professional lead | Mental health and addictions service /and or employment provider(s) |
| IPS project coordinator | <to be discussed & as per contracting requirements> |

### Working arrangements of the Group

Chairperson responsibilities will alternate between representatives of the mental health and addiction services and employment provider(s).

Guest attendees may be invited to attend specific meetings by the Group. Guest attendees may be invited to provide guidance and advice.

The term of the Group commences from <Enter full date here>.

A review of the Group’s membership, and these Terms of Reference, will take place <xxx>, and the outcome will require agreement and acceptance by the Group.

The Group will meet monthly for approximately 1 hour during the formative stages of IPS implementation and thereafter at least two monthly until IPS employment support services reach ‘good’ fidelity. The option to meet virtually can be arranged by <xxx>.

Special meetings may be called as necessary.

Agenda, previous minutes, and documents will be sent at least seven working days prior to the Steering Group meeting, and subsequent minutes will be issued within five working days.

A quorum shall comprise of at least <enter number> members and must include the Chair or Co-Chair. Decisions will be made by consensus.

### Conflicts of Interest

Members should perform their functions in good faith, honestly and impartially and avoid situations that might compromise their integrity or otherwise lead to conflicts of interest.

When members believe they have a conflict of interest on a subject that will prevent them from reaching an impartial decision or undertaking an activity consistent with the Group functions, then they must declare a conflict of interest to the Chair or abstain from the discussion and/or activity.

### Confidentiality

Group members agree that meetings, including agenda material and minutes are confidential. Members must ensure that the confidentiality of Group business is maintained, and information is not copied or disseminated outside of the Steering Group.

### Amendment, modification, or variation

This Terms of Reference may be changed, varied, or modified in writing after consultation and agreement by the Steering Group members.

**<Name>, <Name of Mental Health and Addiction Service>**

<General Manager>

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Signature Date

**<Name>, <Name of Employment Provider>**

<General Manager>

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Signature Date