

WEST COAST SUICIDE PREVENTION GOVERNANCE GROUP

Terms of Reference DRAFT v2

Vision

Zero suicides on the West Coast.

Strategies

1. Oversee the development of a coherent suicide prevention plan for the West Coast
2. Oversee the review of current services to develop a coherent suicide post-vention response for the West Coast
3. Oversee the collection and monitoring of data relating to completed and attempted suicides on the West Coast

Functions of the Governance Group:

1. To provide leadership and work collectively to maximize the efficient and effective use of resources to develop and implement agreed strategies.
2. To maintain oversight of the response to vulnerable people with mental health needs at risk of suicide at a regional level.
3. To ensure staff in respective agencies are working collaboratively with others to achieve agreed strategies.
4. To receive advice from the Action Group to inform the development of the workplan to reduce the rate of suicide on the West Coast.
5. To monitor the implementation of our strategies.
6. To oversee/ lead media responses in relation to agreed strategies.

Membership of the Governance Group

The members of the Governance Group are:

- Medical Officer of Health West Coast
- Area Commander, West Coast Police
- Chief of Psychiatry, CDHB
- Planning and Funding senior member, WC/CDHB
- Chief Medical Officer, WCDHB

Relationship to the West Coast Suicide Prevention Action Group

The Governance Group is responsible for providing direction and oversight to improve suicide prevention services on the West Coast.

The Action Group is responsible for implementing the workplan developed by the Governance Group to achieve the strategies set out by the Governance Group. It also will provide advice to the Governance Group on other activities that may improve suicide prevention strategies.

Meeting Frequency

The Governance Group will meet 4 weekly as required. The meeting time, date and location can be changed by the Chair as required.

Quorum

A minimum of three Governance Group members must be present to establish a quorum for decision-making. The Chair will be elected from within the Governance Group annually.

Minutes

Minutes will be recorded of meetings and circulated amongst members of the Governance Group.

Reporting

The Governance Group will report to the West Coast DHB Executive Management Team.

The Governance Group will receive regular reports from the Action Group.

Review of TOR

These TOR will be reviewed in six months then annually for the duration of the Governance Group's existence.

7 February 2014

WEST COAST SUICIDE PREVENTION ACTION GROUP

Terms of Reference DRAFT v3

Vision

Zero suicides on the West Coast.

Strategies

1. Develop a coherent suicide prevention plan for the West Coast
2. Review current services to develop a coherent suicide post-vention response for the West Coast
3. Collect and monitor data relating to completed and attempted suicides on the West Coast

Core Functions

The Action Group will design and implement a suicide prevention programme of work for the West Coast under the guidance of the Governance Group.

The work plan for Action Group over the first 12 months is:

1. Develop a Suicide Prevention Plan with implementation timeframes
2. Develop a pathway of care for known attempted suicides
3. Provide QPR training to relevant staff, starting at Hari Hari
4. Commission a Psychological Autopsy Audit of all West Coast suicides in last 12 months
5. Develop a Suicide Register and Attempted Suicide Register

The immediate priorities are action points 1 and 3.

Action Group Membership

The Action group membership will be as follows:

1. Clinical Director Specialist Mental Health Services (David Stoner)
2. Associate Director of Nursing Specialist Mental Health Services (Anne Tacon)
3. Emergency Department Clinical Nurse Manager (Lynley McInroe)
4. Community & Public Health (Sarah Harvey)
5. PHO Primary Mental Health Programme Manager (Pam O'Hara)
6. Service Manager, Specialist Mental Health Services (Lois Scott)
7. Police (Phil Ealam)
8. Homebuilders (Rehia McDonald)
9. Poutini Wāiora (Melissa Cragg)
10. Primary Care Provider (Rural Nurse Specialist, Lyn Dunlop)

Representatives from other Agencies or appropriate experts may be invited to participate in the work of the Action Group as and when required. This may include but not be limited to representatives from:

Patient Safety & Quality Manager (Jan Nicholson)
Ministry of Social Development (Claire Dowdall)
Child, Youth and Family (Ngatai Kara)
WestReap
Presbyterian Support

Relationship to the West Coast Suicide Prevention Governance Group

The Governance Group is responsible for providing direction and oversight to improve suicide prevention services on the West Coast.

The Action Group is responsible for implementing the work plan developed by the Governance Group to achieve the strategies set out by the Governance Group. It also will provide advice to the Governance Group on other activities that may improve suicide prevention strategies.

Information Sharing

The Action Group will share information about people. The context of sharing of information will be conducted in a way that is specific to the scope and purpose of this group. Information can not be shared outside of this process.

The Action Group will share information pursuant to *Principal 11 (e) (f) (i) and (ii) of the Privacy Act 1993. Disclosure is necessary to prevent or lessen a threat to public health, public safety or the life or health of an individual.* This information is classified as 'In confidence' and should be handled in accordance with the "Security in the Government Sector" ("SIGS") manual issued by the DPMC in 2002.

Issues

Any issues raised in the Action Group will be escalated to the Governance Group for consideration and feedback.

Meeting Frequency

The Action Group will meet 4 weekly as required. The meeting time, date and location can be changed by the Chair as required.

Quorum

A minimum of six Action Group members must be present to establish a quorum for decision-making. The Chair will be elected from within the Action Group annually.

Minutes

Minutes will be recorded of meetings and circulated amongst members of the Action Group.

Reporting

The Action Group will report to the West Coast Suicide Prevention Governance Group, in person or by written report, monthly initially.

A member of the Governance Group will initially attend Action Group meetings for the set up phase to clarity of direction is provided to Action Group.

Review of TOR

These TOR will be reviewed in six months then annually for the duration of the Action Group's existence.

27 March 2014