

Sensory Modulation Community of Practice

Terms of Reference

BACKGROUND	<p>Sensory modulation is an evidence-based and people-centric approach used to support people experiencing mental distress.</p> <p>Many services across Aotearoa New Zealand have started to embed sensory modulation into their practice. There are opportunities to further support services through a coordinated, interprofessional approach to ensure the ongoing consistency and sustainability of implementation.</p> <p>Te Pou works collaboratively with mental health and addiction services to promote sensory modulation approaches that support services to move towards elimination of the use of seclusion and restraint. The terms of reference for the Sensory Modulation Community of Practice are outlined by Te Pou to set out the establishment, functions, and operations of the group.</p>
PURPOSE	<p>The purpose of the Sensory Modulation Community of Practice is to support continued workforce development and implementation activities. This national group has a specific focus on sensory modulation practice sustainability in Aotearoa New Zealand.</p>
FUNCTIONS	<p>The Sensory Modulation Community of Practice will:</p> <ul style="list-style-type: none">■ share strategic ideas, knowledge, and expertise in practice sustainability through collaborative process by enabling dialogue and shared context within and outside the group■ support people and services [e.g. Te Whatu Ora health localities - inpatient and community, non-government organisations, any team or practitioner embedding sensory modulation] in embedding sensory modulation■ act as a platform for professional social networks to generate new knowledge in sensory modulation practice■ promote consistency of implementation and operational cost across Te Whatu Ora health localities

	<ul style="list-style-type: none"> ■ promote accessibility and sustainability of sensory modulation trainings including roles of other disciplines [nurse, occupational therapist, support worker, social worker, psychiatrist, psychologist] and types of training [foundational, advanced, specialist] ■ identify good practices by sharing success stories and quality data related to sensory modulation and its multilevel impact [people accessing service, staff, team, and services] ■ serve as national repository of information to support practice ■ advocate for further research development ■ promote the significance of the cultural component of sensory modulation [Māori, Pacific and Asian].
MEMBERSHIP	<p>This interprofessional group will comprise of staff from Te Whatu Ora health localities and non-government organisations who represent a range of professional areas and perspectives. Ideally, members will already have an influence on sensory modulation practice through their existing roles and responsibilities.</p> <p>Members of the group will include lived experience, whānau, Māori, Pasifika and Asian advisory roles, as well as occupational therapists, nurses, and other health professionals.</p> <p>Representatives who are interested in membership can contact the Te Pou project leads directly.</p> <p>As a member of the community, you make a commitment to attend and participate in meetings. This is a total of four one-hour meetings through the year and the possibility of an additional one hour per meeting to accommodate for preparation.</p> <p>As a member of the community, it is your responsibility to inform both the group and the host organisation (Te Pou) if you are no longer able to fulfil your commitment as a member, in so doing allow others who are wanting to join a space to do so.</p>
CHAIRPERSON[S]	<p>The chair responsibilities are shared by all members of the group.</p>

RESPONSIBILITY	<p>The members of the Sensory Modulation Community of Practice do not take responsibility for any of the practices of individuals or organisations as practice accountability remains with their employer.</p> <p>Te Pou's role in supporting least restrictive practice and coordinating this national group are part of the current activities Te Pou has agreed with Manatū Hauora - Ministry of Health. Evaluation of group feedback and activities will occur once a year. Progress updates will be included in the regular reporting between Te Pou and Manatū Hauora - Ministry of Health.</p> <p>There will be an annual review of this terms of reference to reflect on its intended functions.</p>
FREQUENCY OF MEETINGS	<p>Virtual meetings are held quarterly on the second Thursday of the month from 10am – 11 am. [February, May, August, November]. Additional meeting[s] can be held with agreement by the group.</p> <p>Meetings are video recorded for the purpose of transcribing minutes. These recordings and minutes are sent by Te Pou to those who attend the meetings.</p>
QUORUM	<p>The minimum representation for any proceedings should comprise of the chairperson and 50 per cent of the current members.</p>
AGENDA AND MINUTES	<p>Members of this group are encouraged to communicate agenda items to the chairperson two weeks in advance accompanied by briefing notes or supporting documentation, if applicable.</p> <p>The agenda and minutes of previous meeting are sent out one week in advance of the scheduled meeting and accompanied by any supporting documentation, if applicable.</p> <p>Meeting dates are set for the year at the beginning of each year.</p>
ADMINISTRATIVE SUPPORT	<p>Administrative support should be available as required. Recording and saving of minutes are held by Te Pou as the host organisation. Te Pou host the virtual meeting via Teams.</p>