

Terms of Reference

Pre-amble:

The Self Management Network (supported by the Chronic Condition Self Management (CCSM) Program) aims to assist clinicians at GV Health to embed self management principals and practices into usual care, as well as to increase self management skills within the workforce.

Purpose of Self Management Network:

Clinicians' are attending self management training, upon returning to work they have reported they are not practicing the new skills learnt due to the lack of time, confidence and current assessments not reflecting new skills learnt. The Network will enable and encourage a safe environment for discussion and exploration of the new skills learnt to enhance clinicians' ability to translate training into practice. This Network will also link in with other initiatives outside GV Health.

Vision of Self Management Network (SMN):

To achieve excellence in integrating self management principals and practices into usual care.

Objectives of the Self Management Network:

Objective	Strategy	Key Performance Indicator
1. To increase clinicians understanding of self management principles and practices.	Invite clinicians who have and have not completed self management training to attend. Present information and resources on self management principals and techniques. Present "KIC MR IL" concept	Clinicians self reported knowledge of self management increases.
2. Increase clinicians understanding of the self management Core Competencies	Distribute and discuss core competency document.	Clinicians self reported knowledge of self management Core Competencies increases.
3. Increase clinicians understanding of how self management techniques apply to discipline specific practice.	Develop discipline specific case studies of how self management techniques have been integrated into practice.	Once case study per discipline.
4. To increase clinicians confidence and frequency in using self management tools and techniques	To practice self management tools and techniques with clinicians. Develop case studies of when and how tools are used.	Review one tool/technique per Network meeting.
5. To enhance translation of self management training into practice.	To incorporate self management tools/techniques/principals into assessment and care planning. Use of audio tape self assessment	Evidence of tools/techniques/principals in assessment and care planning documents. Use audio tape assessment.
6. Increase clinicians awareness about care plans and the use of care plans	Share the 10 elements for care planning with all departments.	10 elements are distributed within network and available on webpage.

7. Communicate Self Management Network information with in GV Health	Communicate Network information via email and GV Health website.	Develop Network distribution list. Develop Network page on GV Health intranet.
8. Evaluate the Self Management Network	Keep record of how many clinicians attend meetings. Distribute Pre-Survey (including SM Core Competencies) to all Network members at their first meeting. Distribute Post-Survey to all Network Members every 12 months.	All Network members complete Pre-Survey at their first meeting and post survey in October 2010. Report findings to Director Community Care Services, Quality Improvement Unit, Health Coaching Network (Melbourne), GVPCP.
9. Share learning's of self management embedded into practice with all departments within GV Health and external interested agencies.	Develop 'tip sheets' for embedding self management skills, techniques and tools into practice.	Tip Sheets developed, reviewed by all network members and distributed to interested departments within GVHealth and outside.

Membership:

1. All clinicians at GV Health who have an interest in self management support (whether they have complete training in self management or not).

Protocols:

1. **Chair** – CCSM Unit Coordinator, or member of the CCSM Team.
2. **Minute taker** – Meeting minutes distributed within 5 working days of each meeting in the agreed minute template. Actions to be noted in bold.
3. **Agenda** - Meeting agenda items to be called for and agenda to be distributed at least 5 working days prior to each meeting using the agreed agenda template.
4. **Location of meetings** – ICS building
5. **Frequency of meetings** – Monthly meetings
6. **Duration of meetings** – 1 hour
7. **Scheduling of meetings** – Wednesday 11:30am after Rural Health Team meeting every 4 weeks.
8. **Review of Terms of Reference** – Annually or as required.
9. **All reports**

Other activities the Network will link with:

- Integrated Chronic Disease Project
- Annual Self Management Forum at GV Health
- GV Health Chronic Disease Strategy
- Kinect, Australian Health Coaching Network