Application for consumer and carers to join:

Mental Health and Addiction Portal Working Group (MHAP)

Mental Health Alcohol and Other Drugs Branch

Closing date: 9am, Thursday 7 October 2021

Clinical Systems Collections and Performance Unit, Mental Health Alcohol and Other Drugs Branch, Queensland Department of Health

**The Clinical Systems Collections and Performance Unit (CSCPU) of the Mental Health Alcohol and Other Drugs Branch (MHAODB) is inviting two (2) consumer and carer representatives with lived experience and recent engagement with services in the public or private sector of mental health and alcohol and other drugs services to participate in a working group.** Consumers will have the opportunityto inform and guide the program of work associated with the ongoing development, maintenance and use of their data warehouse solution.

The MHAODB supports the statewide development, delivery, and enhancement of safe, quality, evidence-based clinical and non-clinical services in the specialist areas of mental health and alcohol and other drugs healthcare. MHAODB also undertakes contemporary evidence-based service planning, development and review of models of care, new programs and service delivery initiatives and is also responsible for statewide policy development in collaboration with government and non-government partners at the state and national level and representing Queensland in progressing national reform agendas.

CSCPU sits within the MHAODB and one of its main functions is to maintain and develop the software and applications that are used in the delivery of services and support consumers and their carers. It also captures, monitors, and reports on services delivered by Queensland Health in mental health and alcohol and other drugs service sector.

The Mental Health and Addiction Portal (MHAP) is a statewide data warehouse that brings together data from a number of separate software applications and provides the capability for enhanced clinical and business decision support, analysis, reporting and access to information related to Queensland’s mental health and alcohol and other drug services and consumers.

The Mental Health and Addiction Portal (MHAP) Working Group has been established to provide direction and facilitate the program of work associated with the ongoing development, maintenance and use of MHAP to align with the MHAOD Digital Information Strategy which provide strategic direction for digital transformation over the next 5 years.

The Terms of Reference have been drafted and will be finalised with the Working Group once accepted.

Membership

The Working Group membership is comprised of clinicians representing the Hospital and Health Services and key executive representatives from across Queensland Health with expertise and interest in clinical service delivery, service quality improvement, business intelligence and analytics or evaluation and research.

The Committee will be chaired by a Manager within CSCPU.

Consumer representatives, with the exclusion of Chair and relevant technical/business experts, are appointed for a two year term.

Role of the consumer

The role of the successful representatives will be to attend all working group meetings and to actively participate and engage in working group activities such as pre-meeting reading, discussions, provision of feedback and advice in a timely manner.

As a working group member, you do not need to have a technical understanding of the infrastructure required to deliver the MHAP. Diverse representation from across both mental health and alcohol and other drug services and clinical and non-clinical areas will be important to ensure the work programs delivers on the broad and potentially disparate, needs and experiences of the sector. Representatives with lived experience are sought to provide a lived experience perspective on information you feel is important for Queensland Health to include when analysing and presenting data, when considering privacy and confidentiality topics and to help provide insights to help improve services, experiences and outcomes.

Who is it for?

This opportunity would suit:

* Consumers with a lived experienced of accessing Queensland Health’s mental health and alcohol and other drug services
* Carers who are caring for someone with a lived experienced of accessing Queensland Health’s mental health and alcohol and other drug services
* A consumer or carer representative with committee experience, either at the Hospital and Health Service, or Statewide level.
* A consumer or carer who has a good understanding of the Queensland Health system particularly the mental health alcohol and other drug services
* A consumer or carer who has an interest in the use of data and information

It is anticipated that members of the Working Group will have a passion and commitment to improving health outcomes for people with a lived experienced of mental health alcohol and other drugs.

Time and location

The Working Group meetings will be held virtually via Microsoft Teams or video conference and should run for no more than 2 hours.

It is anticipated that the first meeting will be scheduled late November, early December 2021. The schedule for 2022 will be set at the first meeting.

An orientation session will also be held with successful applicants prior to the commencement of the of the Working Group meeting.

Meetings will occur quarterly (4 per year) or as required but no less than twice a year.

The agenda and any pre-reading documentation will be distributed to the members of the working group by the chair or secretariat a minimum of three working days before a scheduled meeting.

Items may be managed out-of-session where the:

* Item is urgent and must be considered before the next scheduled meeting.
* Meeting has been cancelled and the items are managed out-of-session to allow work to progress to plan.

The Secretariat will collate responses from the members and prepare for the chair’s approval. The final recommendations, in respect to the item, will be documented in the minutes of the next meeting.

Remuneration and Support

Consumers will be remunerated for their time in line with [Health Consumers Queensland’s remuneration position statement](http://www.hcq.org.au/wp-content/uploads/2015/12/Consumer-Remuneration-Rates-Dec-2015.pdf). Parking and travel expenses to attend meetings in person will be covered if incurred.

Lived experienced representatives will be provided with a pre-brief before and de-brief after each meeting and additionally will be supported to engage in the discussion through either the briefing sessions or an identified support person. Any individual needs or requirements will be discussed and agreed prior to appointment to the Working Group.

How to apply

**Please complete this consumer application form and return to****consumer@hcq.org.au** **by 9am, Thursday 7 October 2021.**

For assistance please contact Health Consumers Queensland via consumer@hcq.org.au or by phone on 07 3012 9090.

**Consumer Application Form**

Mental Health and Addiction Portal Working Group member

Full name:

Preferred phone number:

Email:

Postal address:

Postcode:

* By completing this application, I consent for my details to be added to the Health Consumers Queensland network database YES | NO
* I would like to receive email updates from Health Consumers Queensland YES | NO
* Are you happy for Health Consumers Queensland to share this form with Queensland Health as part of the process for this application? YES | NO

Please highlight any group you identify as being a part of:

* Have a lived experience of mental health and or alcohol and drug treatment services
* Caring for someone with a lived experience of mental health and or alcohol and drug treatment services
* Living with a disability/chronic condition
* Caring for someone with a disability
* Physically isolated or transport disadvantaged
* Culturally or linguistically diverse
* From a non-English speaking background
* LGBTIQ+

Do you identify as: Aboriginal | Torres Strait Islander | Both | Prefer not to state

Are you a: Consumer | Carer

Age range: 16-24 25-29 30-39 40-49 50-59 60-69 70+

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Gender:** |  Male | Female | Intersex | Other | Prefer not to state |

Please describe any support you need to take part in this activity *(examples include support person, hearing loop, dietary requirements)*

*Your responses to the following questions only need to be a brief sentence or two*

1. Please describe your experience as a health consumer representative including committees, focus groups, surveys, governance roles, etc.

*Tip: Past consumer representative positions that have similar requirements to the opportunity you’re expressing interest in. Give an indication of how long each position was for, and any relevant highlights.*

1. **Please describe any connections you have to your community (e.g. networks, groups)***Tip: Think about how this relates to the role you’re applying for.*
2. From the consumer or carer perspective, please describe your interest in joining the Mental Health and Addiction Portal Working Group? *Tip: Although this section usually requires the longest response, try to keep it concise. Things to consider focusing on here include: any past lived experience that shows your understanding of the topic, or your understanding of the social/health/economic implications of the topic/condition, or any systems change that you have identified that will improve care for health consumers, and possible strategies you could share to affect that change.*

*Referee Section*

* Please provide contact details for a staff member from a health service or department you are currently partnering with. (we will advise if you are shortlisted before we contact your referee).

Full name:

Staff Role:

Partnering Activity (eg. Committee Chair):

Organisation:

Phone number:

Email:

Applicant Role: