

# Sensory Modulation National Practice Group

## Terms of Reference

<b>BACKGROUND</b>	<p>Sensory modulation is an evidence-based and people-centric approach used in mental health and addiction practice. It is used to support people accessing services in managing their levels of 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 may help reduce services' use of seclusion and restraint. The terms of reference for the Sensory Modulation National Practice Group is outlined by Te Pou to set out the establishment, functions, and operations of the group.</p>
<b>PURPOSE</b>	<p>The purpose of the Sensory Modulation National Practice Group is to support continued workforce development and implementation activities. The national group has a specific focus on sensory modulation practice sustainability in Aotearoa New Zealand.</p>
<b>FUNCTIONS</b>	<p>The Sensory Modulation National Practice Group will:</p> <ul style="list-style-type: none"> <li>■ share strategic ideas, knowledge, and expertise in practice sustainability through collaborative process by enabling dialogue and shared context within and outside the group</li> <li>■ support people and services [e.g. district health boards - inpatient and community, non-government organisations] in embedding sensory modulation</li> <li>■ act as a platform for professional social networks to generate new knowledge in sensory modulation practice</li> <li>■ promote consistency of implementation and operational cost across district health boards</li> </ul>

	<ul style="list-style-type: none"> <li>■ 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, advance, specialist]</li> <li>■ 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]</li> <li>■ serve as national repository of information to support practice</li> <li>■ advocate for further research development</li> <li>■ promote the significance of the cultural component of sensory modulation [Māori, Pacific and Asian].</li> </ul>
<p><b>MEMBERSHIP</b></p>	<p>This interprofessional group will comprise of staff from each district health board 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 from district health boards are selected by the Director of Mental Health Nursing and/or Director of Allied Health.</p> <p>Representatives from a non-government organisation who are interested in membership can contact the co-chairs directly.</p>
<p><b>CHAIRPERSON[S]</b></p>	<p>The chairpersons are shared between Te Pou and someone from the group.</p>
<p><b>RESPONSIBILITY</b></p>	<p>The members of the Sensory Modulation National Practice Group 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 the Ministry of Health. Evaluation of group</p>

	<p>feedback and activities will occur once a year. Progress updates will be included in the regular reporting between Te Pou and the Ministry of Health.</p> <p>Annual review of this terms of reference to reflect on its intended functions.</p>
<b>FREQUENCY OF MEETINGS</b>	<p>Virtual meetings are held quarterly for two hours on first Thursday of the month between 10am to 12noon. [March, June, Sept, December].</p> <p>Additional meeting[s] can be held with agreement by the group.</p>
<b>QUORUM</b>	<p>The minimum representation for any proceedings should comprised of the chairperson[s] and 50 per cent of the current members.</p>
<b>AGENDA AND MINUTES</b>	<p>Members of this group are encouraged to communicate agenda to the chairperson[s] two weeks in advance accompanied with 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>
<b>ADMINISTRATIVE SUPPORT</b>	<p>Administrative support should be available as required. Recording and saving of minutes are held by Te Pou as the host organisation.</p> <p>Te Pou host the virtual meeting via Zoom.</p>

## Appendix 1. Briefing note template

This briefing note is use by members for seeking decision and recommendation from the National Practice Group.

Briefing Note	
Subject	
Background	
Issues	
Recommendation	

## Appendix 2. Meeting template

<b>Sensory Modulation National Practice Group</b>	
<i>Date</i>	
<i>Time</i>	
<i>Location</i>	via ZOOM
<i>Chairperson[s]</i>	
<i>Attendees</i>	
<i>Apologies</i>	
<b>AGENDA</b>	
Review of previous minutes	
Updates	
Agenda (list)	
Other matters	