

## TERMS OF REFERENCE: The Recovery Operational Committee (ROC)

### 1. Role

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| 1.1 | To operationalize the strategic goals and directions as identified by the Recovery Advisory Committee (RAC) |
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### 2. Reporting

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| 2.1 | The Recovery Operational Committee (ROC) reports to the Recovery Advisory Committee (RAC) |
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### 3. Function

The team will work under the guidance of the RAC to oversee and coordinate local activities of recovery oriented practice. The team will work towards developing local strategies that complement and enhance the principles of recovery-oriented practice and ethos of recovery in day to day work. The purpose of the committee is to build on current knowledge and understanding of recovery-oriented practice at a local level. The operational team will be involved in the identification of training needs for frontline workers and develop local strategies that enhance recovery oriented practices. They will be leaders within their service, guiding the local activities of clinicians towards best practice for consumer recovery.

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| 3.1 | Identify professional development, training needs and resources at a local level related to the recovery oriented practice                         |
| 3.2 | Facilitate clinicians at the frontline to practice within the principles and philosophies of recovery  |
| 3.3 | Take a leadership role in local monitoring and evaluation processes, measuring the ongoing implementation of the model and recovery for consumers. |
| 3.4 | To develop approaches that ensures a consistent delivery of recovery oriented practice across the whole of the service.                            |
| 3.5 | Team members will provide feedback about local activities to the RAC via the ROC chair person  |

### 4. Membership

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| 4.1 | Nurse Consultant (chair), Senior clinicians from Clarendon (CCT, MST, CHOPS & CATS), Hawthorn Clinic (one each of CCT & MST), AIS and Footbridge CCU; Peer Support Workers |
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### 5. Membership Responsibilities

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| 5.1 | Where a member will be absent for a meeting, they will send a delegate if possible who is appropriately briefed about the issues for the meeting. |
| 5.2 | All agenda items should be forwarded to the Chairperson by the Monday prior to the meeting  |
| 5.3 | Each member is responsible for undertaking the work agreed  |
| 5.5 | Members are committed to the work involved  |

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<b>6. Meetings Responsibilities</b>	
6.1	The ROC will meet monthly for 90 minutes on an agreed day and time
6.4	Members are responsible for communicating relevant information between their teams
6.6	Notes are taken on a rotating basis by members of the ROC and forwarded to the chairperson for distribution

<b>7. Review of the committee</b>
The role of the ROC and terms of reference should be reviewed on an annual basis.

<b>8. Review of membership</b>
A review of the membership should take place on an annual basis

Developed: February 2013  
 Revised: May 2014  
 Review: November 2014

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