

# **SERVICE COORDINATION PRACTITIONERS' NETWORK CHARTER**

## ***Purpose***

The primary purpose of the IEPCP Service Coordination Practitioners' Network, within a focus on service coordination as it relates to the IEPCP strategic priorities (currently Ageing, Mental Health and Chronic Conditions) is to:

- Connect people who work in this field
- Provide a shared context for communicating, sharing experience and building insight and understanding
- Enable dialogue to explore new possibilities
- Stimulate learning through information exchange, mentoring, coaching and self-reflection
- Provide a forum to capture and diffuse knowledge
- Introduce collaborative processes to encourage the free flow of ideas and exchange of information
- Help organise purposeful actions that deliver tangible results
- Generate new knowledge to help people towards best practice and to accommodate changes in needs, pressures and technology.

## ***Membership***

Membership is open to all practitioners working in the catchment of the Inner East Primary Care Partnership, which covers the municipalities of Boroondara, Manningham, Whitehorse and Monash. Such practitioners will work in the delivery of health care and/or human or social support services.

## ***Activities***

Activities of the Service Coordination Practitioners' Network (SCPN) will include the following:

- Problem solving
- Information exchange
- Sharing experience
- Re-using resources developed by others
- Coordination and synergy
- Discussing developments
- Advocacy/lobbying
- Resolution and documenting of issues
- Networking
- Collection and distribution of information.

## ***Meeting formats***

The network will meet in one of two formats:

- Regular meetings, usually 9.30-11.15 on the third Monday of every second month – see IEPCP Service Coordination calendar for actual dates (five times per annum)

- Special events, which usually replace regular meetings and are often longer in duration and may or may not run on Mondays. Additional special events may be scheduled if required.

Meetings agendas may include all or any of the following:

- Case studies
- Information exchange
- Service Coordination updates
- Department of Health updates
- Agency snapshot presentations
- Problem-solving sessions
- Networking

### ***Governance***

Meetings will be chaired by a member of the network elected annually by the members present. In the absence of the Chair, members present will elect an interim Chair for that meeting. Agendas, minutes and other arrangements will be the responsibility of the IEPCP. The network will be responsible to the IEPCP Executive through the IEPCP Coordinator Systems of Care, who will report to the IEPCP Executive Officer.

A secretariat, comprising the Chair, the IEPCP Coordinator Systems of Care and two network members, will be responsible for organising an annual calendar of events.

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**3 February 2012**