CPSYCHI REFOCUS

Recovery Experience Forum of Carers and Users of Services

A committee of those with lived experience of the mental health services and users of services, family members or carers and psychiatrists.

These terms of reference should be used in conjunction with the Standing Orders for REFOCUS members.

Terms of Reference

Aim:

***Working within the College to inform and guide psychiatrists towards the highest standards in training, ongoing competence and day to day practice*.**

Objectives:

1. Improve mutual understanding and respect between College Psychiatrists/College members and those who use services.
2. Contribute to the training of College members.
3. Contribute to the development of good practice guidelines for College members.
4. Learn more about Psychiatry.
5. Signpost to a wider constituency of service users/family members.
6. Preparation and publication of papers and digital and other format projects.

Joint-Chair: Dr Mia McLaughlin **Joint-Chair:** TBC for 2026

The role of the joint-chairs will be to plan the agenda and content of meetings as well as to jointly chair the meetings. They also guide EAP team and REFOCUS on requests for REFOCUS members to be involved in collaborate activity or as an individual both externally and externally within the overarching objectives. Joint-chairs are one psychiatrist (College member) and one nominated from and elected by the group.

Committee Members (2026):

Administration: CPsychI External Affairs and Policy Dept. (EAP) members

2026 - Andrea Ryder (Manager), Harry Kearns and Ian Rice.

Terms and Conditions for Committee members:

Full Membership will be for two years. Members will be expected to become involved in at least one project and/or activity of the committee in each year. Membership may be as an individual or as a

nominee from an organisation (but on REFOCUS in their own right). Members can leave at any time; this should be handled with sensitivity.

New members will be considered after two years. Members can carry out three terms of two years.

Affiliate Membership is open to former members. Affiliate members can attend meetings once a year and can participate in papers through email.

Accountability:

The Joint Chairs of the Committee report to the Director of External Affairs & Communication. The Director reports to the College Management Committee and to College Council. Committee activity will be informed by the College Communication Strategy and the Codes of Practice for the Forum.

Meetings:

There are four to five meetings a year commencing 9.30am and finishing 2:30pm. Service users/patients, family members/carers and College member psychiatrists (incl. psychiatry trainees) will meet. Some members will require overnight accommodation.

Working group meetings will take place at the College premises or at a REFOCUS meeting or on the eve of or after a REFOCUS meeting.

Some business may be conducted via email.

Meeting Documentation:

Agenda: Members will be contacted one month in advance inviting agenda items. The agenda will be sent to committee members one week in advance.

Minutes: Minutes will be sent out within one month of the meeting to be reviewed at the following meeting. Any amendments to the minutes can be made at the start of the next meeting. Minutes will be sent to the College Management Committee.

Other College committees: REFOCUS meetings/activity will be an agenda item of the EAP committee meetings, College Management and Council meetings and faculty and trainee Committee meetings if appropriate and useful.

Remuneration / Expenses:

Remuneration has been agreed by Council as follows: At the end of the year, an honorarium will be given to members, for attendance at the forum meetings. Members of the forum who present at training days or conferences and other requested events will be reimbursed any expenses incurred and will have conference fees waived for the day they present as with other procedures for presenters. Travel and accommodation expenses for meetings will be covered for those who require it for attending meetings.