



TERMS OF REFERENCE APM PROFESSIONAL STANDARDS COMMITTEE

1. Name

The name of the APM Committee shall be 'APM Professional Standards Committee'

2. Purpose

The Professional Standards Committee focuses on the professional standards of the APM membership. The Committee supports the membership with respect to the processes and standards of appraisal and revalidation; has oversight of the APM programme of benchmarking, audit and data gathering; signposts the membership to relevant clinical guidelines; monitors intelligence from organisations and systems collecting information about outcomes in palliative medicine, and supports the APM mentoring scheme.

3. Committee Membership

Chair

5 elected (inc. the following reps;)

APM Rep to RCP Revalidation Network

SSAS Representative

Trainee Representative

2 ex-officio

Total: 8

4. Term of office

Chair 3 years

Committee Members 4 years

No Committee member may serve more than 2 terms and/or serve more than 1 term as chair, providing a maximum of 11 years. The chair/office bearers can serve more than 3 years, only by agreement with the Executive Committee.

5. Accountable to

APM Executive Committee. The Professional Standards Committee will be asked to report to the Executive Committee 3 times per year.

6. Election

Ballot of all full members of the APM

7. Meetings

Frequency of meetings: 4 times per year

The Professional Standards Committee can have a maximum of 2 face to face meetings per year.

APM committees can have as many telephone conferences as they wish, but should do this in conjunction with the APM Secretariat, to ensure that meetings/calls are coordinated with other committees and that value for money is achieved.

A meeting should be considered quorate if the Chair (or their deputy is present) plus 50% of other members.

If any member does not attend more than 50% of the meetings in a year their position on the committee will be vacated unless the exec approves their continued membership due to special circumstances.

8. Funding

Venues for meetings and travel expenses will be funded by the APM.
(See *expenses policy*)

9. Role of Committee

- Support the APM membership with respect to the processes and standards of appraisal and revalidation including close liaison with appropriate bodies including RCP and Hospice UK.
- Oversight of the APM programme of benchmarking, audit and data gathering
- To propose and establish a mechanism for signposting to clinical guidelines that are relevant for APM members
- Continuance and development as required of the APM mentoring scheme
- Monitoring intelligence from organisations and systems collecting information about outcomes in palliative medicine