



Association for Palliative Medicine

Annual General Meeting

Thursday 15 March 2018

15:30 – 17:00

ASP Conference, Bournemouth International Centre

Room: Tregonwell Hall

1. Welcome from Chair
2. Minutes of 2017 Annual General Meeting
3. President's report Dr Andrew Davies
4. Governing document Dr Iain Lawrie
 - a. Vote to ratify accounts
5. Treasurer's report Dr Mike Stockton
 - a. Vote to ratify accounts
6. Welcome new Honorary Treasurer Dr Derek Willis
7. Policy and communications committee report Dr John Ellershaw
8. Education committee report/update on eElca Dr Paul Paes/Dr Richard Kitchen
9. Professional standards committee report/update on 7day working Dr Sarah Cox
10. Science committee report Dr Jason Boland
11. Ethics committee report Dr Idris Baker
12. Trainee committee report *no presenter*
13. SSAS/SAS committee report Dr Esraa Sulaivany
14. Junior committee report *no presenter*
15. Specialist Advisory committee report/update on Shape of Training Dr Alison Cockley
16. Demitting committee members Dr Andrew Davies
17. New committee members Dr Andrew Davies
 - a. Vote to ratify
18. Questions/AOB
19. Date of next AGM



Association for Palliative Medicine

Annual General Meeting

Thursday 30 March 2017

ASP Conference, Belfast Waterfront

01/17 **Welcome from Chair** (Rob George)

Rob George welcomed all those present to the meeting.

02/17 **Minutes of 2016 Annual General Meeting** (Rob George)

The minutes were accepted as a true and accurate record.

Proposed: IL

Seconded: SC

03/17 **Committee Reports**

a. **President** (Professor Rob George)

See slides. RG highlighted changes to internal processes, including redrafting of governing document, improvements in governance procedures, improvements in financial management, and development of the APM patron policy (being overseen by MM). He noted the improved financial status, primarily as a result of reducing expenditure.

He also highlighted the development of the APM vision and values, and the APM strategy and work plan (being overseen by JE). He noted a rapidly changing world (e.g. 7 day working, Shape of Training), and the need for the APM to be more responsive (and become the key opinion leader in the field). He also emphasised the importance of membership feedback and engagement.

He also discussed the importance of education, and the need for an education strategy underpinned by the annual conference.

b. **Treasurer** (Dr Mike Stockton)

See slides. MS reported that the APM was in a much better financial position, and that we had a £68,000 surplus at the end of the year (in comparison with a deficit in previous years). The turnaround was due to an increase in membership fees, a more robust method for collecting membership fees, an increase in advertising revenue, a reduction in administration costs (CSS, President's remuneration), and a reduction in journal costs. He discussed the importance of financial planning, and the need to maintain a reasonable reserve to cover operating costs for 6 months.

He highlighted the ongoing costs of the journals: JPSM £28k per year, BMJ Supportive & Palliative Care £12k per year, and Palliative Medicine £12k per year. The journals account for 30% of total expenditure, and so there needs to be a review of the provision of journals.

He also discussed the other accounts, which were all for specific activities (and all in a good position), i.e. education, eELCA, and Breathlessness Research Charitable Trust.

The accounts for the year end 30 November 2016 were ratified.

Proposed: JE

Seconded: BR

- c. **Ethics Committee** (Dr Idris Baker)
SC highlighted the committee's major activities – see slides. Ethics features in ASP conference, but committee also looking to continue stand-alone meetings.
- d. **Juniors Committee** (Dr Anna Street)
Report was noted.
- e. **Professional Standards Committee** (Dr Sarah Cox)
SC highlighted the committee's major activities – see slides. She discussed mentoring, and encouraged people to volunteer to become a mentor (via the APM).
- f. **Science Committee** (Dr Jason Boland)
JB highlighted the committee's major activities – see slides. He encouraged members to take part in an on-line survey about delirium. He thanked all the committee members for their efforts
- g. **Specialty, Staff Grade and Associate Specialists (SSAS) Committee** (Dr Helen Bonwick)
HB highlighted the committee's major work streams, i.e. developing competencies for SSAS doctors, and facilitating a development programme for SSAS doctors. She thanked all the committee members for their efforts, and especially the demitting members. She noted that there were vacancies on the committee, and encouraged people to apply to join the committee.
- h. **Trainees' Committee** (Dr Amy Proffitt)
AP explained role / activities of committee, and highlighted current issues (new contract, Shape of Training). She is stepping down (with sadness), and RL is taking over as Chair of the committee. She thanked all the "enthusiastic" committee members for their efforts.
- i. **Workforce Committee** (Dr Stephanie Gomm)
SG explained the role / activities of committee, and highlighted that 2016 workforce survey had been completed (and would soon be available on the APM website). She is stepping down, and BR is taking over as Chair of the committee. She thanked all the committee members for their efforts.
- j. **Specialty Advisory Committee** (Dr Alison Coackley)
See slides.

JSC (Sarah Cox) – SC thanked WM for all her time and effort as Chair of JSC. She explained the role of JSC, and relationship between APM and RCP.

Governance (Iain Lawrie) – IL explained that our governing document needed updating / amending, and that the new document would include the possibility of proxy voting at the AGM. The new document will need ratifying by membership when finalised.

Members were encouraged to take a more active role in the Association, and especially to apply for vacancies on the committees.

A question was asked about journal subscriptions, and it was re-iterated that the journals are a significant expenditure (see above), and that access to journals via the website was minimal (and so questioned the need for this service). It was noted that most other societies only provide access to a one or two journals, and that these are often co-owned by the society. The APM is in discussion with BMJ about co-ownership of BMJ Supportive & Palliative Care. A review of journal provision is to be undertaken.

04/17 **Special Interest Fora Reports** (Professor Rob George)

- a. **Neurological Palliative Care Special Interest Forum** (Dr Aruna Hodgson)
Noted
- b. **Undergraduate Medical Education Special Interest Forum** (Dr Stephen Barclay / Professor John Ellershaw)
Noted
- c. **Transitions Special Interest Forum** (Dr Amelia Stockley)
Noted

05/17 **Committees** (Professor Rob George)

Rob George thanked all the committee members that have demitted this year.

Executive Committee

Elected Member: Dr Dee Traue

Education Committee Chair: Dr Chris Farnham

Republic of Ireland Representative: Professor Tony O'Brien

RCP/APM Joint Specialty Chair: Dr Wendy Makin

Specialty Staff Grade and Associate Specialists Committee

Elected Member: Dr Rebecca Akroyd

Trainees' Committee

Workforce Representative: Dr Heidi Mounsey

SAC Representative: Dr Kirsten Baron

SAC Representative: Dr Mary-Ann McCann

The membership expressed their thanks to the demitting committee members with a round of applause.

Elected members were ratified, as follows:

Executive Committee

President: Dr Andrew Davies

Dr Davies will now take over the Chairmanship of the AGM and Professor George demits office

Vice President: Dr Iain Lawrie

Secretary: Dr Amy Proffitt

Elected Member: Dr Alison Franks

Elected Member: Dr Simon Noble

Republic of Ireland Representative: Dr Feargal Twomey

RCP/APM Joint Specialty Chair: Dr Sarah Cox

Juniors Committee

Mentoring Co-ordinator: Dr Laura Gordge

Postgraduate Membership Co-ordinator: Dr Sophie Hancock

Professional Standards Committee

Representative to RCP Revalidation Network: Dr Cate Seton-Jones

Elected Member: Dr Amy Proffitt

Specialty Staff Grade and Associate Specialists Committee

RCP/APM JSC Representative: Dr Nicola Goss

Trainees' Committee

Chair: Dr Rebecca Lennon

Dr Lennon will now take over as chair of the Trainees' Committee. Dr Proffitt demits from the role.

Science Representative: Dr Simon Etkind

Ethics Representative: Dr Anthony Williams

Workforce Committee

Chair: Benoit Ritzenthaler

Dr Ritzenthaler will now take over as chair of the Workforce Committee. Dr Gomm demits from the role.

Northern Ireland Representative: Dr Joan Regan

Proposed: RG

Seconded: FT

06/17 APM award winners (Dr Andrew Davies)

Dr Davies announced the following APM award winners.

Undergraduate Essay Prize 2016

Winner: Rosalind Henderson

Twycross Research Prize 2016

Winner: Shuchita Patel

Undergraduate Audit Prize

Winner: Amy Worrall

07/17 Any other business

Nil of note

08/17 Date of next Annual General Meeting

15th March 2018 (ASP Conference, Bournemouth)

President Report

The AGM marks the end of my first year as President of the Association, and this is a good time to reflect on where we are and (more importantly) where we are going. Reassuringly, our finances are now in order, and our immediate future is guaranteed. However, we need to ensure that we only spend what we can afford, and that we have money to cover unexpected eventualities. I would like to thank Mike Stockton (Honorary Treasurer) for all of his efforts to “balance the books” over the last couple of years.

Recently, the Officers met to undertake a SWOT analysis of the Association, and as a result of this exercise we are looking at how similar professional organisations are run, e.g. the British Geriatrics Society. We have also revised / updated our Governing Document, and developed an initial strategy for Association (for the next few years). As part of the strategy we have asked the various committees to identify key objectives / outputs for the next 12 months. We are also reviewing our communications strategy, and there are plans to overhaul the website and the eBulletin.

The Association will need to make some important decisions over the coming months and years, and we need the members to fully engage in discussions with the Officers / Executive Committee. We want consensus, but we also want an open debate (and registering of differences of opinion). We also want alternatives, although we will always try to present all of the options. Some of the areas for debate include non-medical membership, new income streams (e.g. journal ownership), and appropriate expenditure (e.g. campaigning). Importantly, we need “new” members for the various committees.

As well as these challenges, we need to react to the ever changing landscape. Shape of Training is happening, and much like Brexit there will be positive and negative outcomes for the specialty. We need to embrace this initiative, and to engage with others re the impact on the workforce (especially in the charitable sector). Equally, seven day working is not going away, and we need to ensure that we lead on the provision of services (and the quality of services). Finally, there is the perennial issue of assisted dying, and how we react to events such as the recent intervention from the BMA.

Finally, last year was the 30th anniversary of Palliative Medicine being recognised as a medical specialty (although we forgot), and we are in discussions with the Royal College of Physicians about gaining a seat on the RCP Council (main body) - we are now the 12th largest medical specialty, and differ from many of the other specialties in terms of our workforce, and patterns of working (i.e. hospital, hospice, community). Moreover, we are aiming to increase our wider profile, with the aim to be the “go-to” people on supportive, palliative and end-of-life care issues.

The Executive Committee will be present at the APM stand during the ASP Conference (during the breaks in the programme), and we would very much like the opportunity to discuss your views about the APM.

Governing Document

Please follow the link to the full [Governing Document here](#).

Treasurers Report

The 2017 period APM AGM March 2018

Introduction

The APM has faced financial challenges over the past number of years.

The APM executive committee has successfully implemented a number of important financial changes over the year that has resulted in improved financial performance and stability.

This report will focus on the results for the 2017 financial year and the forecast for the 2018 financial year.

The Accounts for 2017 (End of year Accounts)

1. The Operating Account

In 2017 the APM generated a surplus in respect of its general activity of £57,795 (2016: surplus of £68,203, 2015: loss of £12,354, 2014: loss of £93,636, 2013: loss of £64,074).

The 2016 balance sheet indicates that the general fund balance has increased from £134,304 (2016) to £192,099 in 2017

The APM reserves level is set at 6 months' running costs. Based on 2018 estimated expenditure (c£165,000), the reserve level is £82,500. This indicates the APM has an unrestricted surplus above the reserve of c£109,599.

2. The Education Account

The Education Account is a designated reserve and is for the purpose of supporting education in palliative and end of life care.

The Palliative Care Congress balance transfer was £95,241. This created a restricted reserve. All education expenditure has been allocated to this reserve, and as such the restricted reserve has been closed.

All education income has been allocated to a designated reserve. At the end of the financial year there was a fund balance of £116,923.

Education events created a surplus of £24,492 during 2017.

3. The Restricted Reserve

The total in the restricted reserve is £85,855.

This is made up of two elements:

E-ELCA: £70,794

Breathlessness Research Charitable Trust: £15,061

There are sufficient funds to meet the intentions and objectives of each element.

Financial Issues and Actions in 2017

Income Generation:

1. Membership Income:

- a. The membership income has decreased by £15,372 compared to 2016.
- b. This is secondary to changes in the membership profile.

2. Education Income:

- a. This has been a successful for education income generation. See previous for detail

3. Expenditure Reduction:

1. Journals:

- a. Cost reduction from £82,263(2014), £64,891(2015, part year effect) and £50,678 (2016) down to £38,003 (2017 part year effect)

2. Administrative Costs:

- a. Reduced by c£3,472 (4% reduction compared to 2016). This is a combination of reduced CSS costs, office overheads and other efficiencies. The majority of efficiencies were realised in previous years.

3. **Committee meeting** efficiencies continue.

Looking Ahead: Plans for 2018

Income Generation Plan:

1. Membership Income:

- a. The membership profile and income requires annual monitoring and reporting to the executive committee in order to identify trends, patterns and any corrective actions.
- b. Membership Engagement Programme to consider:
 - i. Surveying membership to better understand the members' needs and preferences
 - ii. Affiliate and non-medical members

2. Education Strategy:

- a. To increase the probability of education events making a profit.
- b. In 2014 the charity made a profit of £5,034 on education provision but in 2015 there was a loss of £898. In 2016 the APM limited education whilst gaining financial stability.
- c. In 2017 the charity made a surplus of £24,492 on education provision

3. **Income Generation Strategy** to be further developed.

The Cost Reduction Plan:

1. Administrative costs will be maintained this year. All significant efficiencies have already been realised, and that further cost reduction is limited.
- 2.

Operating Account Budget for 2018

The target forecast income for 2018 is £209,000

The key assumptions are:

- Membership numbers maintained
- Marketing and advertising at 2017 rate

The forecast expenditure for 2018 is c£165,000

The key assumptions are:

Area	Expenditure
Administration, organisation and telecommunications	c£87,000
All journals	£28,500
Travel and accommodation	c£23,000
President salary	£13,000
All other costs	c£14,000
TOTAL	c£165,500

The end of year outturn is forecast to be around £43,500 unrestricted surplus.

Summary

The APM is financially healthy and stable.

The APM has faced a number of financial challenges over the past years. 2016 was a key, financial, turning point as this was the first year since 2010 that the APM had created a cash surplus. In 2017 there was a further cash surplus creating sufficient reserves to cover six months' running costs and have an unrestricted cash balance, above the reserve, of around £109,000. There is now the opportunity to look to invest funds into APM strategic priorities.

Executive Committee attention needs to be focussed towards membership needs, preferences, retention and recruitment.

Changes have also been introduced that have improved financial clarity, governance and oversight.

The APM executive committee will continue to lead, scrutinise and improve finances to the benefit of all members.



Dr Mike Stockton
Treasurer to the APM
March 2018

APM Policy & Communications Committee

Update February 2018

1. Background

In 2016, the APM ratified a new statement of its vision, values and aims, with the overarching objective to be the definitive professional clinical voice of palliative care across the UK and Ireland. Following on from this a process was begun to develop a communications strategy, through which APM should seek to influence policy development, commissioning and its implementation.

In March 2017, a model (Figure 1) was introduced to guide the development work to be progressed, outlining three 'faces' with which we must present ourselves to be effective, supported by three cross-cutting themes

- **A public face** to give a clear and accessible understanding of supportive, palliative and end of life care for people engaged or coping with suffering from life-limiting & life-threatening illness and others with an interest;
- **A political face** that influences policy and political decision-making to benefit such patients and their families;
- **A professional face** that represents our membership and the interests of the specialty.

A series of key actions were proposed for 2017-18.

2. Progress during 2017-18

2.1 Establishment of a Policy and Communication's Sub-Committee to the Executive

The committee is responsible for setting communications strategy including the identification of key policy areas for engaging the APM membership and key stakeholders and the development and implementation of plans to achieve this.

- Committee established, subsuming a proposed 'task and finish group'
- Chaired by Professor John Ellershaw
- Terms of Reference established



Figure 1

2.2 Identification of key policy areas for the APM

In summer 2017, the membership was consulted on which key policy areas they would like the APM to focus on. A long-list of 11 key policy areas was developed for July 2017 and then aggregated to six choices (Tables 1 and 2, below), which were then offered to the membership via an online survey asking members to choose their two highest priority areas. The survey results were returned in September 2017, the two highest priority areas chosen being:

- Commissioning and Provision of Palliative Care Services
- Health and Social Care and Funding (Table 3, below).

Within these priorities, the sub-committee chose to focus in on commissioning metrics and seven-day services respectively.

2.3 Proposals for campaign activity

Proposals were developed for campaign activity to support the priority areas with a view to generating material to evidencing current practices at local level across the country and support and substantiate a APM campaign activity to advocate for best practice.

It has been decided to focus some activity on the recently finalised APM / RCP guidance on seven-day working and that this should coincide with the APM 2018 conference in Bournemouth, mid-March.

2.4 Position Statements

It was also agreed that a suite of updated Position Statements on the key issues for Palliative and End of Life Care should be developed with the aim of enabling the APM to be more proactive in the media.

12 key areas of policy were identified and leads from within the committee structure and wider membership identified to draft the statements.

Eight first draft statements were returned in September to the APM lead and Strategic Communications Advisor from which a final, consistent structure for the position statements was developed and two model documents produced. These have been approved by the committee chair and have been forwarded to other senior colleagues for approval, following which the others can be finalised.

It is intended to launch the statements once finalised via the APM website and a stakeholder event to include inviting key partners, policy and political leaders and key members of the media.

2.5 Responding to policy and media debate

During 2017-18 the APM has responded on two occasions to media coverage on assisted dying, firstly in relation to NMD (Conway case) and secondly in relation to coverage in the BMJ.

2.6 Next steps

A tactical policy and comms plan remains to be completed for 2018-19 considering intellectual, human, financial and partner resources.

Education Committee Report

Membership

Dr Paul Paes	Chair
Dr Helen Bonwick	SSAS committee Chair
Dr Richard Kitchen	E-ELCA lead
Dr Ros Marvin	Website/ social media
Dr Alison Franks	APM representative
Dr Eleanor Grogan	APM representative
Dr Wendy Prentice	APM representative
Dr Amy Profit	APM representative
Dr Felicity Werrett	Trainees committee Education Lead
Vacancy	Juniors Committee
Kate Smith/ Becki Munro	MunroSmith Associates- APM event organisers

The Education Committee was created in October 2017 with a remit to co-ordinate the Association's educational strategy and activities. The committee aims to ensure the educational needs of members and other professionals are met through:

1. A comprehensive education programme (face-to-face and e-learning)
2. The production of educational resources
3. Signposting to external events

Summary of Committee Activity

1. Agreement of new Terms of Reference and Roles and Responsibilities

2. Education events governance

To ensure quality and cost effectiveness, the committee is finalising the process to ensure all events are planned in a timely way, meet the needs of members and aim to generate a minimum profit of 10% to further the work of the APM.

3. APM members' educational benefits

Members receive the following educational package:

- At least 25% discount to APM study days or resources where charges apply
- Electronic access to the journals Palliative Medicine and BMJ Supportive and Palliative Care
- Free access to APM publications about policy, curricula, guidelines etc
- E-ELCA
- regular communication about education events

4. E-ELCA

E-ELCA is covered in a separate update, the Education Committee oversees the work of E-ELCA.

5. Communication with members

A core activity is ensuring members are able to take full advantage of the education available. The website will be re-configured to bring education activities together as part of a revamp of the website. A small task and finish group is working on this, alongside developing a calendar of social media/ newsletter feeds.

6. APM members education calendar

There will be a rolling programme of APM education events so members can plan their diaries. The committee will additionally submit a bid for a winter Royal College of Physicians Palliative Medicine conference. This year's event takes place on 30 November 2018.

	APM EVENT	THEME
SPRING	Annual and Supportive Palliative Care Conference (ASP)	Research
	APM Research Methods Study Day	Research
	APM Trainees Study Day	Themed
AUTUMN	APM Undergraduate Special Interest Forum	Training and Education
	APM Neurological Special Interest Forum Annual Conference	Clinical
	APM Staff and Associate Specialists/ Trainees Study Day	Themed
	APM Juniors Annual Conference	Themed
WINTER	APM Ethics Study Day	Ethics

7. Events held 2017-18

APM Undergraduate Education Annual Conference	September 2017
APM Juniors Conference	November 2017
APM Ethics Study Day	January 2018
APM's Annual Supportive & Palliative Care Conference	March 2018
APM Research Methodology Workshop	March 2018

8. Members educational needs

The APM exists to meet the needs of members, no more so than in education. A survey of members will take place to understand the educational needs of members and what should be addressed by the APM, alongside the ideal format of education delivery- study days v resources v use of technology.

Acknowledgements

I would like to thank committee members for their energy and commitment in pioneering a new committee and driving through some quick pieces of work. Over time we will advertise roles on the committee and look forward to welcoming new members at an exciting time as the education strategy of the APM evolves.

Paul Paes Education Committee Chair

<http://aspconference.org.uk/>

 @APMStudyDays

Professional Standards Committee report 2017/2018

Membership

	Status
Sarah Cox	Elected member of PDC
Amy Profitt	Elected member of PDC and lead for FAMCARE
Vandana Vora	Elected member of PDC
Cate Seton Jones	Elected member of PDC and revalidation rep to RCP
Margred Capel	Elected to PDC
Beth Pulker	SSAS rep <i>ex-officio</i>
claire.macdermott@nhs.net	Trainee rep <i>ex-officio</i>
Laura Gordge lauragordge@gmail.com	Juniors rep <i>ex-officio</i>

The committee would like to express their thanks to Claire Macdermott who will be demitting from the committee as she is completing her training. We wish her well.

Appraisal and Revalidation

The PSC are grateful for your support with a survey we ran in 2017 about appraisal and revalidation. We received 41 responses which did not significantly increase on recirculation. The main professional group responding were consultants. The main places of work were hospice/community settings.

Main themes:

- Most doctors were associated with an acute hospital Trust and RO for revalidation.
- Not all were aware of the appraisal guidance on the APM website
- Most of those that were aware felt it a useful document
- Most difficulty in capturing patient feedback
- Only a minority used PROMs to support their appraisal

Academy of Royal Colleges/RCP work ongoing to improve ease and meaning of patient feedback

Appraisal Guidance for Palliative Medicine Consultants and SAS doctors is now co-badged by RCP and available on website. We hope this will be a resource for palliative medicine consultants and SAS doctors and also their

appraisers who are increasingly not from Palliative Medicine. There are top tips to getting patient feedback document on the website.

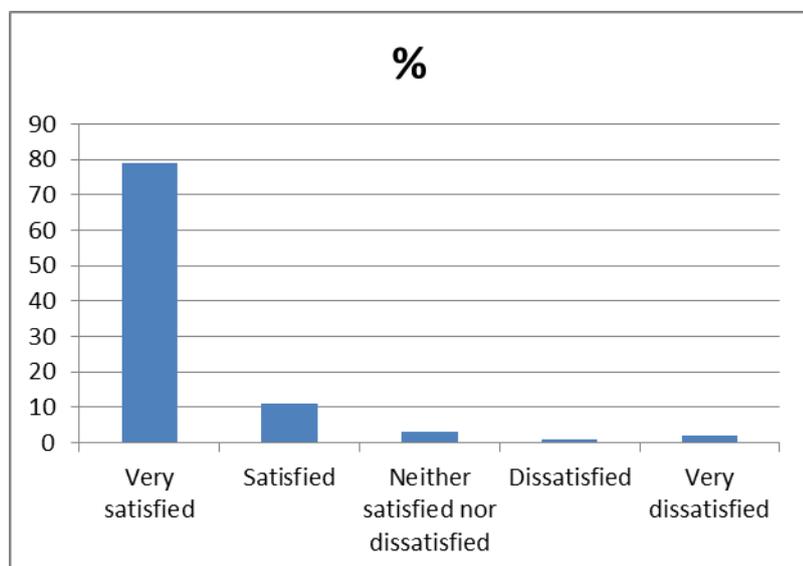
Audit

1. FAMCARE

FAMCARE has been run successfully for the fifth consecutive year. FAMCARE is a bereaved relative survey that can be useful as one measure of quality of your service and also for individual appraisal and revalidation. This year 72 services took part, 31 hospital support teams, 29 home care teams and 12 hospice inpatient units. The services sampled 3985 bereaved relatives out of a total of 5319 deaths in the period.

A more detailed report is available to participating teams but in general, most bereaved carers were satisfied with the end-of-life care provided to their family member by the specialist palliative care service.

Eg. The way in which the palliative care team respected the patient's dignity, all settings



The highest level of dissatisfaction in 2017 was for the item "Speed with which symptoms were treated". In 2016 it was for the item "The doctor's attention to the patient's symptoms".

FAMCARE will continue to be run annually by the APM and individual reports are provided to services. There is a small charge of £60 for each service taking part in the audit to cover costs. For 2018, expressions of interest to take part can be made to APM secretariat at office@compleat-online.co.uk. There will also be a call for registration in the ebulletin.

2. Audit prize

Congratulations to Lucy Baird who submitted the winning quality improvement/audit project for our 2017 APM members audit prize. Her report was titled "A quality improvement approach to cognitive assessment on hospice admission: could we use the 4AT or Short CAM?". The committee were impressed by the quality of the project which clearly identified the problem and the evidence based steps which were followed to implement, assess and refine the quality improvement.

The PSC and the Trainees committee run two quality improvement/audit prizes for undergraduates and APM members which are run in alternate years. This year we are inviting medical undergraduates to enter for a QI/audit prize, closing date 18th Nov 2018. Guidance and further information is available through the APM website.

Signposting to Clinical Guidelines

The PSC has completed, and updates every two years, signposting lists for the following guidelines;

Neuropathic pain

Interventional pain techniques

Opioids in cancer pain

Breathlessness

Anorexia and cachexia

Constipation

Nausea and vomiting

Fatigue

Depression

Terminal Agitation

Noisy Breathing

Mouth care

Insufficient guidelines were found to produce references for sweating or pruritis.

Please do use these lists and if you have comments or additions we would be happy to hear from you.

Mentoring

Thank you for participating in the mentoring survey which was run in 2017. There were 88 responses and the consensus was we should support a mentoring scheme. We need to build up our mentor list and to offer more information to both mentors and mentees. As a result we will ask potential mentors to give us details of place of work, areas of experience and mentoring training. Free training is available through the RCP in return for a limited offer of mentoring for them. We have updated our mentoring guidance which is available on the website. If you would like to become a mentor please contact the APM secretariat. More mentor details will be available on the website soon.

Update on Intelligence for eBulletin

The PSC continues to collate important national documents and links which we publish in the ebulletin.

I should like to express my thanks to the members of the PSC for their work and enthusiasm this year. I will be standing down as chair and we would welcome applications to chair this active committee.

Sarah Cox, March 2018

Annual Report of the Science Committee: March 2016 – April 2017

Membership

Dr Jason Boland Chair
Dr Elaine Boland
Dr Helen McGee
Prof Paddy Stone
Dr Katherine Webber

Co-opted Members (ex-officio)

Dr Simon Etkind Trainee Representative
Frank Wang Junior member liaison

Stepped down

Dr Ollie Minton
Dr Paul Perkins

Articles of the month

In view of the poor use of the APM's journals, we have started selecting and writing a synopsis on the articles of the month selected by a Science Committee member each month. A selection of these are summarised for APM post.

Study day

Our study event: 'Appraising the Literature' and 'Research – Getting Started' is aimed at the APM membership (particularly SpRs) and are now an established event. The course now runs pre-ASP conference. The last course was March 2017 and was well evaluated. We are running this again the day before the 2018 ASP/PCC conference and are nearly fully booked up.

ASP conference 2017

The Science Committee had 2 sessions at the ASP conference. We were involved in abstract selection, organisation of the Fiona Hicks Memorial lecture, selecting the seven best abstract prizes and judging the best poster.

ASP/PCC conference 2018

The Science Committee will lead on a session at the ASP/PCC conference. We have led on abstract selection and will be involved selecting the best abstract prizes and judging the best poster.

Task groups

The task groups are designed to provide some seed-corn funding to facilitate the undertaking of systematic reviews. Elaine Boland and Helen McGee have updated the rules of entry and terms of reference for task groups. We are currently trying to attain a budget for these.

Twycross research prize

The Twycross Research Prize, worth £500, is awarded annually for the best report of a completed piece of original research. The closing date is in early November each year. We increased the promotion of this and linked it to the ASP abstract submissions to ensure more applicants.

Promoting/developing research

We have added guidance and useful resources for hospices on the APM website and developing a resource document.

Palliative Medicine Journal

The science committee continues to represent the APM on the editorial board of the journal 'Palliative Medicine', feeding in the views of the membership and executive committee to the journal's board and the publishers.

APM professional guidelines

The science committee has summarised recent professional guidelines relevant for palliative medicine clinicians. These are on the APM website.

APM position statements

The science committee has lead on a set of position statements, including: Opioids, including their benefits, risks and effect on life expectancy; Sedative medication, including their benefits, risks and effect on life expectancy; Recognising dying and Nutrition at the end of life.

Acknowledgements

I would like to thank the members of the Science Committee for their hard work, time and commitment to the above activities and also the APM Secretariat for administrative support.

Jason Boland

March 2018

REPORT FROM THE APM SAS COMMITTEE

15th March 2018

THE COMMITTEE

Elected Members

Dr Esraa Sulaivany Joint Chair
Dr Helen Bonwick Joint Chair

SSAS Representatives

Dr Beth Williams Professional Standards Committee
Dr Nicola Goss APM Workforce Committee
Dr Soumen Saha RCP/APM Joint Speciality Committee
Dr Owain Prys Thomas
Dr Rebecca Watson

The committee has had a significant loss of members over the past 12 months. However, we have recently successfully recruited 3 members and we are hoping to function as a full membership.

The committee welcomes Dr S Saha, Dr O Thomas and Dr R Watson who joined the committee in February 2108. Dr S Saha will be taking the role of the SAS representation on the RCP/APM joint speciality

The Committee has 2 face to face meetings a year and 2 conference calls scheduled for 2018.

COMMITTEE WORK

- Joint SAS/Trainee study day agreed for Autumn/Winter 2018. SAS topics will focus on new advances in cancer treatment e.g. immunotherapy, population perspectives, and CESR applications and requirements.
- The SAS committee will continue to input into the work of the PSC and contribute to the signposting clinical guidance.
- SAS survey this year was incorporated into the Workforce Committee survey. The SAS committee devised the questions relating to SAS doctors; the questions explored issues on employments contracts, revalidation and SAS as educational and clinical supervisors.
- Continued to contribute to the strategic work of the Executive Committee and provided representation on the groups looking at shape of training, 7 day working and education and Training Subgroup.
- Continued to provide support and guidance to fellow SAS doctors in relation to SAS development and CESR application.
- The SAS committee members are planning to attend the conference in March and provide a forum for discussion during the conference.
- To continue to provide support for the work of the APM as required.

APM Ethics Committee Report

Membership

Current membership:

Idris Baker (chair)

Derek Willis (vice chair)

Rachel Bullock

Paul Clark

Craig Gannon

Rob George

Guy Schofield

Anthony Williams

ASP/PCC

The committee has developed the ethics sessions for this year's ASP/PCC conference. Rather than trying to cover palliative care ethics as a whole, the day seeks to look in depth at some neglected and evolving areas.

Ethics study days

The two day study course was attended by a good cross section of grades, and well evaluated. It was designed to cover the ethics elements of the palliative medicine training curriculum by building from theoretical basics up to practical application, and to be equally useful to non training grade doctors in palliative medicine. There are firm plans to repeat the event in Telford in January 2019 to meet the continuing demand and there is continuing discussion about complementing this with one aimed at a wider audience.

BMA consultation on withdrawal of clinically assisted nutrition & hydration

The chair as well as other APM members engaged in a meeting at BMA House to discuss CANH withdrawal, with a particular focus on prolonged disorders of consciousness. This offered an opportunity to put the specialty's perspective. Further discussion is planned and may result in new published guidance.

Assisted suicide

The committee continues to work on analysis of data from surveys of members' opinions on assisted suicide.

Other Matters

The committee has reviewed proposed surveys for their suitability for circulation to the membership.

Idris Baker March 2018

APM Undergraduate Education Special Interest Forum Report

The Undergraduate Education SIF continues to develop under the joint leadership of Dr Stephen Barclay (Cambridge) and Prof John Ellershaw (Liverpool).

Annual conferences

We continue to hold annual conferences, alternating between Cambridge and Liverpool. The fifth conference was held in Cambridge in September 2017 and was attended by 38 colleagues including consultants, junior doctors and medical students. The theme was “Teaching Communication Skills in Palliative Care” and we were fortunate to have Prof Jonathan Silverman, co-developer of the Calgary-Cambridge model for teaching communication skills that is now used in most UK medical schools and increasingly world-wide. This was followed by small-group workshops with facilitators and simulated patients (actors) from Cambridge, which gave delegates the opportunity to learn some of the skills for teaching communication skills.

The afternoon had a workshop for the development of Single Best Response exam questions with a parallel session for presentation of recent medical education research undertaken by group members. A final session, led by Steven Walker and Jane Gibbins presented the recent national study of undergraduate medical education in the UK (now published in three journal papers) and started laying plans for the next survey in a few years’ time.

Single Best Answer exam questions

The group continue to contribute to the Medical Schools’ Assessment Council national question bank for single best answer (SBA) exam questions, some of which currently appear in all UK medical school final exams and in the near future will contribute to the General Medical Council’ Medical Licensing Assessment exam. A great opportunity to get Palliative Care onto the national agenda! Please contact Stephen Barclay at sigb2@medschl.cam.ac.uk if you would like to submit SBAs from your medical school or would like to be involved in this project.

Parallel Sessions at 2019 APM Supportive and Palliative Care Conference, Bournemouth

A parallel session is to be held at the Conference chaired by Stephen Barclay and John Ellershaw, that will focus on the opportunities and challenges for medical student education in Palliative Care. The SIF is also hosting a parallel session at the Bournemouth Conference for submitted abstracts on medical education research.

Sixth annual conference: Wednesday October 10th 2018, Liverpool

The next annual day conference of the SIF will focus on “Developing Palliative Care teaching in medical schools: opportunities and challenges”. The conference offers an opportunity to learn from colleagues across the country about course developments and novel teaching ideas and methods. These conferences have become an important opportunity for delegates to network and support each other in what can at times be a challenging task to develop and sustain teaching in our medical schools. Contact Jo Davies Joanne.Davies@liverpool.ac.uk for more information.

SIF pages on the APM website

The SIF website continues to be developed – see <http://www.apmuesif.phpc.cam.ac.uk/> . Each medical school has a front page detailing their lead for Palliative Care teaching and a brief course summary, plus additional documents concerning course components from many schools. We would welcome leads from the medical schools to contact us with any updates or amendments to their individual content. Further pages include the 2014 APM Curriculum for undergraduate teaching and details of past and future SIF meetings.

Stephen Barclay sigb2@medschl.cam.ac.uk
John Ellershaw J.E.Ellershaw@liverpool.ac.uk
Undergraduate Education SIF Coordinators, 2018

