



ROLES AND RESPONSIBILITIES - APM SSAS COMMITTEE

Role	Responsibility
Joint Chairs (x2)	<p>The role of the chair is to coordinate the committee members. The joint Chair makes sharing of roles and responsibilities, including attendance at relevant meetings, more feasible. The committee meet four times per year; one teleconference and three face to face meetings. The chair is responsible for organising and chairing these meeting.</p> <p>The chair is the link between the SSAS Committee and the Executive Committee acting as the SSAS representative on that committee and taking action to and from them as required. The executive committee have monthly teleconferences and four face to face meetings at which the chair is required to present a report three times a year.</p> <p>The Chair will oversee and assist in the development and organisation of the annual SSAS Study Day.</p>
Other Elected Members To include;	<p>To support the chair in all duties as outlined in the SSAS TOR including its representation and responsibilities on other APM Committees that the SSAS has commitment to.</p>
Website Officer	<p>Currently the role involves taking an active part in the redesign of the APM website.</p> <p>The Officer will oversee the SSAS content on the website generally and specifically will organise the SSAS webpages, with relevant information and links.</p> <p>We plan to develop a SSAS forum on our web pages and hope that it will become a useful arena for discussion about SSAS issues, sharing of information and ideas and to facilitate networking.</p>
Education Committee SSAS Representatives	<p>Representation of the SSAS at the Education Committee meetings (Two face-to-face meetings and two teleconferences per year)</p> <p>Contribution to any relevant aspect of the work of the Education Committee.</p> <p>Reporting back to SSAS Committee on work of the Education Committee and vice versa</p> <p>Co-coordinating SSAS session of APM events where relevant.</p>

Professional Standards Committee SSAS Representatives	<p>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, monitors intelligence from organisations and systems collecting information about outcomes in palliative medicine, and supports the APM mentoring scheme.</p> <p>The aim of the committee is to 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</p> <p>The role of the SSAS representative is to represent SSAS perspectives to the PSC, to participate in the work of the PSC, to feedback to the SSAS committee.</p>
Workforce Committee SSAS Representatives	<p>To raise with the committee any workforce issues that may affect SSAS doctors. Reporting issues raised by the committee back to the SSAS Committee.</p> <p>To review and comment on any publications relevant to palliative medicine workforce planning such as the RCP annual census report. To assist in the design and analysis of the annual APM membership workforce survey and then in its dissemination and promotion, focusing especially on encouraging trainee members to complete the survey. To attend meetings and teleconferences (two teleconferences and two face to face meetings annually)</p>
RCP/APM Joint Specialty Committee SSAS Representatives	<p>To raise with the committee any specialty issues that may affect SSAS doctors. Reporting issues raised by the committee back to the SSAS Committee. To attend meetings and teleconferences (two teleconferences and two face to face meetings annually).</p>