



ROLES AND RESPONSIBILITIES - APM TRAINEES' COMMITTEE

Role	Responsibility
Committee Chair	<p>The role of the chair is to coordinate the committee members. The committee meet four times per year; two teleconferences and two face to face meetings.</p> <p>The chair is responsible for organising and chairing these meeting. Historically the face to face meetings have taken place the night before an APM educational event however this may be reviewed in the future.</p> <p>The chair is the link between the Trainees' Committee and the Executive Committee acting as the trainee representative on that committee and taking action to and from them as required. The executive committee have monthly teleconferences (at which the chair is required to present a report three times a year) and four face to face meetings.</p> <p>The chair is also invited to attend the Joint Specialties Committee between the APM and the RCP which meet three times a year.</p>
Secretary	<p>To assist Chairperson in their duties in running the Trainees' Committee. To help arrange Committee meetings, take meeting minutes if needed, and attend Executive Committee meetings if Chairperson is unable to.</p>
Regional Reps Coordinator	<p>To keep communication lines open between Trainees' Committee and trainees nationally, via the regional APM trainee representatives. To keep an up to date email list of regional representatives. To send out emails from the committee or emails approved by the committee to the regional representatives. To receive emails from trainees and regional representatives to pass on to the committee. To keep a log of evidence that email communication is getting through to trainees.</p>
Website Office	<p>Currently the role involves taking an active part in the redesign of the APM website which we are hoping to launch in the coming months. The new logo is currently being rolled out, with positive feedback so far, and the new website will be more user-friendly, intuitive and informative. The trainees' section of the site will be updated with useful links and information.</p> <p>A trainees' group on Facebook has also been created, with the hope that as membership of the group grows, it will become a useful resource for organising formal and informal meetings and events. It will also act as a forum for discussion about trainees' issues such as the SCE and research.</p>

	<p>In the future, the role will involve moderating the Facebook group, becoming more involved in other aspects of social media such as the APM twitter account, and continuing update of the trainees' pages of the APM website. We hope that the new site will have an in-built forum where all APM members can discuss issues relevant to palliative medicine, and the aim is to have a section of the forum accessible only to trainees where confidential discussion can take place. The website officer may be involved in moderating this.</p>
<p>Trainee Representatives</p>	
<p>Education Committee</p>	<p>Trainees Committee</p> <ul style="list-style-type: none"> • Attendance at trainees' committee meetings (Two face-to-face meetings and two teleconferences per year) • Preparation of Education Committee report for trainees' committee meetings, outlining: <ul style="list-style-type: none"> - Forthcoming events by year - Summary of other work of education committee - Summary of any updates from education committee (e.g. strategic planning, organisational updates, etc) - Any other relevant information (eg updates on SCE or other current issues) <p>APM Trainee Study Days</p> <ul style="list-style-type: none"> • Planning of Regional Locations for APM trainee study days (3 every 2 years), 2 years in advance. • Recruiting APM trainee organisers in relevant locations • Supporting APM trainee organisers of study days, with the support of the relevant documents (e.g. Event Organiser spreadsheet/ table), in conjunction with Compleat conference personnel • Updating Study Day Locations/ Topics record <p>Education Committee</p> <ul style="list-style-type: none"> • Attendance of Education Committee meetings (Two face-to-face meetings and two teleconferences per year) • Contribution to any relevant aspect of the work of the Education Committee • Reporting back to Trainees' Committee on work of the Education Committee and vice versa • Co-coordinating trainees' session of APM events where relevant <p>Relevant Documents</p> <p>APM study days event organisation checklist APM Study day events timeline/ by location/ by topic APM Study day trainee event programme directory</p>
<p>Ethics Committee</p>	<p>The trainee rep will:</p> <ul style="list-style-type: none"> • Represent the views of trainees to the Ethics Committee. • Attend Ethics Committee meetings. These are quarterly and are usually held in London. • Actively contribute to group's work: <ul style="list-style-type: none"> • involvement with discussions at meetings • e-mail correspondence regarding issues arising from, and



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	<p>between, meetings</p> <ul style="list-style-type: none"> contributing to draft written responses to publications and to position statements Lead, with support from the committee, on the planning and delivery of the annual 2-day Ethics Study Event. Produce a report of activity sent to Trainees' Committee when requested/ prior to each meeting of the Trainees' Committee. At present, reports of committee meeting or activity are not circulated to the wider membership but this may change. Attendance at Trainees' Committee meetings four times a year (two of which are conference calls).
Juniors Committee	Currently not an active post
Professional Standards Committee	<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 Help the Hospices</p> <p>The role of the trainee representative is to represent trainee perspectives to the PSC, to participate in the work of the PSC, to feedback to the Trainees committee (and from there to all trainees) what is being done by the PSC and to participate in the work of the Trainees committee.</p>
Science Committee	The Committee meets four times a year (twice face-to-face and twice via teleconference) and discusses key study events and matters of direct concern to trainees from all regions. The trainee will also be a co-opted member of the APM Science Committee, which meets four times a year; again these are usually two face-to face meetings and two teleconferences
Workforce	To raise with the committee any workforce issues or concerns expressed by

Committee	<p>UK and Eire trainees, or that may affect trainees.</p> <p>Reporting issues raised by the committee back to the trainee membership, usually through the forum of the Trainees' Committee.</p> <p>To review and comment on any publications relevant to palliative medicine workforce planning such as the RCP annual census report.</p> <p>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.</p> <p>To attend as many of the meetings and teleconferences as possible (two teleconferences and two face to face meetings annually for both trainee and workforce committee)</p>
BMA Junior Doctors Committee	<p>This post is currently in negotiation as to whether the APM is able to provide the funding. The member attends BMA Junior Doctors Committee meetings and promotes the interests of palliative care. They are also involved in the BMA Multi-specialty Working Group representing the interests of trainees. Of late the post been engaging regarding shape of training review, any difficulties with interdeanery transfers and reporting on pension negotiations.</p>
SAC Representatives	
SAC - England	<p>The three SAC trainee reps (England, Scotland and Wales/N. Ireland) sit on the Specialty Advisory Committee as well as the APM trainees committee. Their role is to represent the views of trainees at SAC meetings which occur three times per year. Specifically to raise any trainee issues, provide a trainee perspective when required and feedback any relevant information to the trainee body. On occasion specific projects are undertaken by the trainee reps for the SAC such as reviewing JRCPTB website, writing guidelines or contributing to the work of sub-committees e.g. curriculum working group.</p>
SAC - Northern Ireland	As above
SAC - Scotland	As above