



ROLES AND RESPONSIBILITIES - APM WORKFORCE COMMITTEE

Role	Responsibility
Chair	<p>On behalf of APM members of UK and Republic of Ireland enable the APM workforce committee to provide accurate and appropriate advice to relevant local and national bodies on workforce requirements for delivering specialist palliative care services.</p> <p>As chair lead and attend all face - to face meetings and all conference calls to design the annual APM workforce survey, discuss and document outcome of APM and RCP workforce surveys.</p> <p>Represents workforce committee at the APM Executive Committee Meetings. Present reports on behalf of the workforce committee to APM Executive x 3 per year and the annual workforce report for the APM AGM each year.</p> <p>Work collaboratively with Chair of SAC Palliative medicine and RCP Workforce Unit.</p> <p>Devises the commentary for palliative medicine for the annual RCP census and attends for the specialty the annual RCP workforce meeting for medical specialties.</p>
Country Representatives	
England (2 members)	<p>To represent APM members from England and report any workforce issues or concerns expressed by members, which may be specific to England.</p> <p>Attendance at face-to face APM workforce meetings and participate in APM workforce Conference calls, (3 teleconferences and 2 face to face meetings annually),</p>

<p>England (continued)</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 members to complete the survey, clarify national issues, which may arise from APM and RCP workforce surveys.</p> <p>To work collaboratively with the SAC representatives and RSAs on workforce issues and support feedback to and from Specialty Training Committees and with SSAS doctors.</p> <p>To contribute to the workforce information provided to HEE</p> <p>To review and comment on any publications relevant to palliative medicine workforce planning eg the RCP annual Consultant census commentary.</p>
<p>Northern Ireland</p>	<p>To represent APM members from Northern Ireland and report any workforce issues or concerns expressed by members, which may be specific to Northern Ireland.</p> <p>Attendance at face-to face APM workforce meetings and participate in APM workforce Conference calls, (3 teleconferences and 2 face to face meetings annually),</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 members to complete the survey, clarify national issues, which may arise from APM and RCP workforce surveys.</p> <p>Feedback relevant issues to Regional Consultants Group and Training Committee</p> <p>To work collaboratively with the SAC representative on workforce issues for N Ireland and support feedback to and from Specialty Training Committee and with SSAS doctors.</p> <p>To review and comment on any publications relevant to palliative medicine workforce planning such as the RCP annual Consultant census report.</p>
<p>Republic of Ireland</p>	<p>The Republic of Ireland (ROI) member of the APM Workforce committee is a representative of the Palliative Medicine Clinical Advisory Group of the Royal College of Physicians of Ireland.</p> <p>The functions of the role are to report both to the APM and to the Clinical Advisory Group and to liaise with individual colleagues and the Health Service Executive Clinical Programme for Palliative Care on matters pertaining to</p>



Association for Palliative Medicine

Tel: 01489 668332

Email: apm@compleat-online.co.uk

Website: www.apmonline.org

Registered office: Lancaster Court, 8 Barnes Wallis Road, Fareham, PO15 5TU

Registered Charity No. 1053572

Republic of Ireland (continued)	<p>Palliative Medicine workforce planning in the Republic of Ireland.</p> <p>Though workforce planning in UK is discrete by jurisdiction from that in the Republic of Ireland, many of the issues that arise in the UK are in close parallel with and can usefully inform Palliative Medicine workforce planning in the Republic of Ireland.</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 members to complete the survey, clarify national issues, which may arise from APM workforce surveys.</p> <p>To raise with the committee any workforce issues or concerns expressed by ROI members</p> <p>To review and comment on any publications relevant to palliative medicine workforce planning.</p> <p>To attend as many of the meetings and teleconferences as possible (3 teleconferences and 2 face to face meetings annually).</p>
Scotland	<p>To represent Scottish members of the APM</p> <p>To raise with the committee any workforce issues or concerns expressed by Scottish members which may be specific to Scotland</p> <p>To report issues raised by the committee to Scottish members supported by the Specialty Training Committee and SAS networks</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 facilitate collation of the SAC Workforce planning questionnaire</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 ROI members to complete the survey.</p> <p>To attend as many of the meetings and teleconferences as possible (3 teleconferences and 2 face to face meetings</p>

	<p>annually).</p>
Wales	<p>To represent Welsh members of the APM</p> <p>To raise with the committee any workforce issues or concerns expressed by members which may be specific to Wales</p> <p>To report issues raised by the committee to Welsh APM members Consultants, trainees and SSAS doctors.</p> <p>To work collaboratively with the SAC representative on workforce issues for Wales and support feedback to and from Specialty Training Committees and with SSAS doctors.</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 Welsh members to complete the survey.</p> <p>To attend as many of the meetings and teleconferences as possible (3 teleconferences and 2 face to face meetings annually).</p>
Co-opted Members (ex-officio)	
Specialist Advisory Committee Workforce Lead	<p>Provide a link between the APM and the SAC for Palliative Medicine and ensure timely communication on issues relating to workforce planning and training.</p> <p>To co-ordinate the annual collection of SAC data relating to training in the four countries.</p> <p>To represent the SAC at relevant meetings including the annual RCP workforce meeting for medical specialties</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 members to complete the survey.</p> <p>To attend as many of the meetings and teleconferences as possible (3 teleconferences and 2 face to face meetings annually).</p>
SSAS Representative	<p>To represent SSAS members of the APM</p> <p>To raise any workforce issues or concerns expressed by UK SSAS doctors, and reporting issues raised by the committee through the forum of the SSAS committee.</p>



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<p>SSAS Representative (continued)</p>	<p>To act as contact to other networks of SSAS doctors eg locality/deanery groups/ TPDs</p> <p>To use our knowledge of SSAS doctors, both personal and via SSAS survey, to inform discussions on workforce planning</p> <p>To review and comment on any publications relevant to palliative medicine workforce planning</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 SSAS members to complete the survey.</p> <p>To attend as many of the meetings and teleconferences as possible (3 teleconferences and 2 face to face meetings annually).</p>
<p>Trainee Representative</p>	<p>To raise with the committee any workforce issues or concerns expressed by UK and Eire trainees, or that may affect trainees. 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 (3 teleconferences and 2 face to face meetings annually for both trainee and workforce committee).</p>
<p>Junior Representative (Medical student, pre specialty trainee or non-specialist trainee)</p>	<p>To develop ways for APM Junior members to enhance their future careers by reporting issues relating to Education and training of Medical Students and non-specialist Junior doctors.</p> <p>To assist in the design and analysis of the annual APM membership workforce survey and then in its dissemination and promotion amongst junior members of the APM.</p> <p>To attend as many of the meetings and teleconferences as</p>

	possible (3 teleconferences and 2 face to face meetings annually).
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