



Association for Palliative Medicine

Tel: 01489 668332
Email: Office@compleat-online.co.uk
Website: www.apmonline.org
January 2020

TERMS OF REFERENCE APM EDUCATION AND TRAINING COMMITTEE

1. Name

The name of the APM Committee shall be 'APM Education and Training Committee'.

2. Purpose

The Education and Training Committee is an advisory committee to the Executive Board of the APM, co-ordinating the Association's educational strategy and activities. The committee aims to ensure the educational needs of members and other professionals are met through a comprehensive education programme (face-to-face, e-learning and other modalities), the production of educational resources and signposting to external events/ resources. The committee works in partnership with APM committees and other organisations to co-ordinate the quality and effectiveness of education.

3. Committee Membership

Office bearers:

- Chair/ Vice Chair

5 elected members

APM Committee representation:

- Education Lead of SAS and Hospice Doctors Committee
- Education lead of Trainees Committee
- Education lead of Juniors Committee

Co-opted members:

- APM Secretary
- e-ELCA lead
- SAC Chair

Total: 13

4. Term of office

Chair 3 years



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Vice 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 Board.

5. Accountable to:

APM Executive Board. The Education and Training Committee will be asked to report to the Executive Board 3 times per year.

6. Election

Ballot of all Full members of the APM

The Vice Chair/ Chair will be decided within the Committee

7. Meetings

- Frequency of meetings: 4 times per year
- The Education and Training 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 Executive 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

- To be an advisory committee to the Executive Board of the APM.
- To develop an educational strategy and workplan for the APM



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- To co-ordinate and scrutinise the education budget and educational activities, ensuring quality and cost-effectiveness
 - To work in partnership with other committees and organisations to meet the needs of APM members and the Palliative Care workforce.
 - To receive updates and be consulted on relevant aspects of postgraduate medical training
 - To support the needs of doctors in training (eg. Specialty, internal medicine) through delivering study days, producing electronic or other educational resources, and signposting to other educational opportunities
 - To oversee the e-ELCA programme.