



TERMS OF REFERENCE

APM ETHICS AND SCIENCE COMMITTEE

1. **Name:** The name of the APM Committee shall be 'APM Ethics and Science Committee'
2. **Purpose:** Overall the committee aims to develop Palliative Medicine's profile in and contribution to the science and ethics relevant to palliative care.
 1. It is an advisory committee to the Board of the APM;
 2. It examines and discusses the ethics and science relating to palliative medicine;
 3. It acts as a resource for scientific clarification and ethical guidance to members and other committees, and
 4. Appropriate external bodies and the media at the request of the Board.

This includes

1. Responding to consultations and commenting on the practical and ethical implications of scientific documents for which APM endorsement is being sought.
2. Supporting endeavours to prioritise and seek new evidence,
3. Aiding the development of evidence-based guidelines and protocols and
4. Helping to foster, facilitate and support the development of an ethical research culture in palliative medicine and with other specialties.
5. Committee members may be required to participate in debates, media or other presentations on behalf of the APM. This requires discussion with the President or, in his/her absence, another member of the Board.

3. **Committee Membership**

Chair

Vice-Chair

5 elected members

1 Trainee representative (ex-officio)

Total: 8

Experts may be co-opted for advice on specific projects

4. **Term of office**

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 Committee.

5. Accountable to

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

6. Election

Ballot of all Full members of the APM if there is more than one applicant per post

7. Meetings

1. Frequency of meetings: 4 times per year
2. The Ethics and Science Committee can have a maximum of 2 face to face meetings per year.
3. 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.
4. A meeting should be considered quorate if the Chair (or their deputy is present) plus 50% of other members.
5. If any member does not attend more than 50% of the meetings in a year, their position on the committee is forfeit unless the exec 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. Roles of Committee

- a. Responding to consultations and commenting on the practical and ethical implications of scientific documents for which APM endorsement is being sought;
- b. Supporting endeavours to prioritise and seek new evidence;
- c. Aiding the development of evidence-based guidelines and protocols and
- d. Helping to foster, facilitate and support the development of an ethical research culture in palliative medicine and with other specialties including identifying the gaps in the evidence base of previously identified research priorities.
- e. Where appropriate to provide training in research methods and ethical reasoning to APM members

Reviewed 2020