



TERMS OF REFERENCE

1. Name

The name of the APM Special Interest Forum shall be Transition SIF

2. Purpose and aims

The group's purpose is

To improve services for young adults with palliative care needs

To increase awareness amongst adult SPC professionals of the needs of young adults

To improve the process by which young adults move between children's palliative care and adult palliative care services where this is appropriate

We will achieve this through:

- Providing a forum for discussion, debate, learning and ideas creation
- Creating opportunities for collaborative working, practice sharing and policy-making
- Encouraging development of services appropriate to the needs of young adults
- Supporting the APM by responding to requests for expert advice and opinion in this area
- Representing the APM within the Association of Paediatric Palliative Medicine (APPM); and representing the specialty of adult palliative medicine within other groups and organisations addressing the challenges of caring for young adults with palliative care needs.

3. SIF Coordinator role

The SIF coordinator is elected by the members on a 3 year cycle

The SIF Co-ordinator holds the list of members, ensures newsletters and webpage updates take place regularly and coordinates planning for meetings and study days

The SIF Co-ordinator acts as a point of contact for the group to respond to any enquiries

The SIF Co-ordinator will be co-opted as a member of the APPM executive committee

4. SIF Membership

Any member of APM is eligible to join the SIF. In addition, we recognize the cross-specialty, multi-professional nature of services supporting young adults with palliative care needs and welcome other health or social care professionals who wish to become members at the discretion of the SIF coordinator.

We will advertise for membership through the APM bulletins, study days and the website
A password-protected spreadsheet of members will be held by the SIF coordinator. Any members who are not also APM members will be informed that the group is part of the APM and as such the APM will have access to their details.

Every newsletter/email update will include a prompt to opt out. If a member wishes to opt out their details will be removed from the spreadsheet

5. Communication with members

Quarterly email update/newsletter to members (webpage to be updated with newsletters)

Additional ad hoc updates on events and grants

Annual meeting through study day or alternative forum for networking and learning (e.g. remote meetings/webinar, sessions/stream at conference)

6. Reporting

To the APM Board with a brief update twice a year and annual report for AGM

7. Funding

No specific funding after inaugural meeting. SIF can plan study days with Board approval.