



TERMS OF REFERENCE

1. **Name**

The name of this APM Special Interest Forum shall be “The APM Undergraduate Medical Education Special Interest Forum”. This may be abbreviated to “the Undergraduate SIF” or “the SIF” as appropriate.

2. **Purpose and aims**

The purpose of the Undergraduate SIF shall be to provide resources for individuals interested in the provision of undergraduate palliative medicine education. Its aims shall include:

- To facilitate the sharing of research and best practice in undergraduate education.
- To develop a set of key palliative care learning outcomes for UK medical schools, mapped against the GMC’s ‘*Outcomes for Graduates*’.
- To provide an accessible repository of palliative medicine teaching curricula from participating universities.
- To provide a sustained contribution of palliative medicine examination questions for the Medical School Council Alliance national question bank and the future General Medical Council Medical Licensing Exam.
- To hold an annual meeting.

3. **SIF Coordinator role**

The Undergraduate SIF is currently coordinated jointly by Professor John Ellershaw, University of Liverpool, and Professor Stephen Barclay, University of Cambridge and this will be reviewed on a 3-yearly basis.

4. **SIF Membership**

Eligibility

Any individual engaged in the provision of palliative medicine education at undergraduate level shall be eligible for membership, regardless of profession.

Advertisement

The SIF shall maintain a web presence at <https://www.apmuesif.phpc.cam.ac.uk/> and its events shall be advertised via the APM bulletin and on <https://apmonline.org/about-pages/special-interest/>.

Database storage

Personal information about SIF members in the form of an email circulation list shall be held securely by the University of Cambridge in accordance with the data protection principles, rights and obligations of the General Data Protection Regulation as it applies in the UK, and the Data Protection Act 2018.

Opting out

Individuals shall have the ability to opt out of their SIF membership at any time and may do so by contacting the SIF Coordinator(s) to request the removal of their contact information from the circulation list. .

5. Communication with members

Communication with members shall be maintained by email and via the SIF website <https://www.apmuesif.phpc.cam.ac.uk/>.

6. Reporting

Brief updates shall be made to the APM board twice yearly. A more detailed Annual Report shall be presented at the APM's Annual General Meeting.

7. Funding

No specific funding for the SIF is provided by the APM after the inaugural meeting. Costs associated with the annual meeting shall be met from the associated delegate registration fees.