

ANZSPM Special Interest Group Terms of Reference

The Australian and New Zealand Society of Palliative Medicine Inc. (ANZSPM) is a society for medical practitioners aiming to improve health outcomes by working with and influencing the system and community around the person with a life-limiting illness. ANZSPM is governed by a Council made up of elected and appointed members.

ANZSPM Special Interest Groups (SIGs) provide an avenue for member engagement and contributions to ANZSPM policy, professional development and the ANZSPM knowledge base, consistent with ANZSPM's strategic objectives.

SIGs focus on a range of areas of interest relating to palliative medicine practice. SIGs report to the Council which in turn supports activities of all SIGs, ensuring they are advancing the interests of ANZSPM, its members and/or the practice of palliative medicine.

An SIG is formed following consideration and acceptance of the proposal to form the SIG by the ANZSPM Council.

SIG Name: Rural and Remote Palliative Medicine Special Interest Group

Purpose:

The aims of this SIG include:

1. To provide peer support for rural/remote palliative medicine practitioners by facilitating communication, relationships and collaboration between those with an interest in rural and remote palliative care.
2. To promote and support the development of rural and remote palliative care in Australia and New Zealand.

Activities:

Activities may include:

1. Member support and engagement
 - Peer support and sharing of experiences of those working in rural and remote locations. First priority is to establish a teleconference case-conference forum.
 - Facilitation of or contribution to ANZSPM events to foster knowledge and interest in rural/remote palliative care.
2. Grow the rural and remote palliative medicine workforce
 - Provide advice to the AChPM regarding strategies that could increase exposure and experience for trainees in rural and remote palliative care.
 - Explore ways to provide more formal training opportunities for junior doctors or other doctors in training in rural palliative care.
 - Explore ways to support rural/remote GPs who currently provide most of the rural/remote palliative care. For example, approach ANZSPM Council to consider providing a scholarship for one rural/remote GP to attend ANZSPM conferences and Updates.
 - Identifying opportunities where ANZSPM could collaborate with other relevant organisations e.g. RACGP/RNZCGP, ACRRM, RDAA, NRHA, RFDS, etc.
3. Research and evidence base- develop opportunities for multi-site rural/remote research.

4. Advocacy (where endorsed by ANZSPM Council) - identifying/supporting advocacy around workforce limitations/challenges.

(This list is neither prescriptive nor intended to be limiting)

Intended Participants:

Membership is open to all ANZSPM members with an interest, experience and/or expertise in rural/remote palliative medicine.

SIG governance:

SIG members will elect a Convenor and Deputy Convenor of the SIG for an agreed term. A call for nominations will be facilitated at the expiry of that term.

The SIG will determine its own procedures for the conduct of meetings, but must ensure that minutes of meetings are maintained that record decisions and actions from the meetings.

Minutes should be circulated to SIG members for comment within 14 business days of the meeting and will be approved by the Convenor. A copy of the minutes must be provided to the ANZSPM secretariat within 14 business days after approval by the Convenor.

ANZSPM is not responsible for any costs associated with the pursuit of the SIG's objectives and activities, unless previously discussed and agreed upon.

Meeting intervals:

Meetings will be held at least 3 times per annum by video/teleconference. A face-to-face meeting will be sought where possible during major ANZSPM events (ANZSPM Conference or ANZSPM Medical & Surgical Update). More frequent meetings can be convened as required during specific work activities.

Reporting to ANZSPM Council

The Convenor is required to provide a report to the ANZSPM secretariat for submission to ANZSPM Council on a six-monthly basis. Additionally, a report on the SIG's functions for the prior financial year including outcomes on meetings, topics and emerging issues the SIG addressed is to be submitted to the ANZSPM secretariat in July each year for inclusion in the ANZSPM Annual Report.

Confidentiality

All information nominated as confidential by SIG members must remain confidential and not be divulged outside of the SIG's proceedings, other than to members of the ANZSPM Council or secretariat.

Approval and amendment

The SIG will review this Charter as required and, at least, every two years. Once amended, the Charter will be submitted to the ANZSPM Council for approval.