

**Australian and New Zealand Society of Palliative Medicine
(ANZSPM) Special Interest Group in Kidney Supportive Care**

Terms of Reference

Ratified by ANZSPM Council 3 June 2020

**ANZSPM Special Interest Group in Renal Supportive Care –
Terms of Reference**

Background

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.

In 2019, a formal proposal and application to ANZSPM Council was made to form an **ANZSPM Special Interest Group in Renal Supportive Care**. ANZSPM Council approved that application in December 2019.

This document is a Terms of Reference document as required by ANZSPM Governance.

Name of ANZSPM Special Interest Group: Renal Supportive Care

Purpose:

The SIG exists to provide a forum for ANZSPM members to discuss, share information and foster all aspects of Renal Supportive Care.

Objectives:

1. To provide a forum for members to learn and disseminate information on all aspects of Renal Supportive Care.
2. To enable a “deeper dive” into topics including, but not limited to, symptom management, advance care planning and care of the dying patient with end stage kidney disease.
3. To identify leading practices in all aspects of Renal Supportive Care.
4. To contribute to the development of policy and position papers on all aspects of Renal Supportive Care for consideration by ANZSPM Council.
5. To liaise and collaborate with Australian New Zealand Society of Nephrology (ANZSN)

Activities:

Activities of the SIG may include:

- Provide a forum for interaction around Renal Supportive Care.
- Share information, learn from each other’s experiences and identify and adopt best practice relating to Renal Supportive Care.
- Foster networks and communications between members of the SIG.
- The development of policy and/or position papers for the consideration of ANZSPM Council.
- Development and delivery of educational programs for health professionals on Renal Supportive Care.
- Development of ANZSPM resources on Renal Supportive Care.
- Facilitation of or contribution to ANZSPM events to foster knowledge and interest in Renal Supportive Care.
- Advocacy (where endorsed by ANZSPM Council)

In all the above activity, where appropriate, to liaise and collaborate with the Australian New Zealand Society of Nephrology (ANZSN)

Intended Participants:

Membership is open to members of ANZSPM or ANZSN.

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 7 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 7 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 2 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.

Last reviewed : 3 June 2020