

Advisory Committee Terms of Reference

PREAMBLE

The Victorian Palliative Medicine Training Program (VPMT), conducted under the auspices of the Centre for Palliative Care (CPC), has secured funding from the Department of Health to provide a coordinated state-wide Palliative Medicine training program. This funding process provides the program with the capacity to develop and maintain Registrar Training positions and to support up to three (3) Clinical Fellow positions.

AIM

The aim of the VPMT is to build and sustain a high quality Palliative Medicine workforce in Victoria. This will include both specialist Palliative Medicine physicians and Doctors from other specialities who may have completed the Clinical Diploma.

GOALS

The goals of the VPMT are as follows:

- **EDUCATION AND TRAINING**
 - a. Ensure that Specialist Training Positions meet the requirements of the Royal Australian College of Physicians.
 - b. Continue current training opportunities in Consultancy, In Patient and Community Palliative Care Services, and support the creation of new training posts as required.
 - c. Coordinate existing training opportunities.
 - d. Create and maintain a database that records the number and location of specialist Palliative Medicine training positions.
 - e. Target the program to specialist Palliative Medicine Trainees, Physician Trainees in other specialty areas and General Practitioners wishing to develop their palliative medicine skills.
 - f. Ensure that positions offer the appropriate experience to Trainees.

- **WORKFORCE DEVELOPMENT**
 - a. Increase the number of specialist Palliative Medicine Trainees in Victoria.
 - b. Provide a single point of access for the general medical workforce wishing to pursue additional training in Palliative Medicine.
 - c. Increase awareness and promotion of Palliative Medicine education and training opportunities.
 - d. Develop opportunities to provide ongoing education and support for the Generalist (General Practice) and Specialist (Geriatrics, Oncology, Radiation Oncology) medical workforce.
 - e. Develop and maintain a suitable model of support that addresses future workforce issues.
 - f. Create and maintain a database that records the number of trainees that have completed a Fellowship or Clinical Diploma in Palliative Medicine in Victoria.

ROLES AND RESPONSIBILITIES

The role and function of the Advisory Committee is as follows:

- To support the Executive of the program to succeed in its aim and goals.
- Serve as a link to the Palliative Medicine field in Victoria.
- Provide guidance on the allocation and utilisation of resources.
- Provide a means of engaging the Training Sites in Victoria in ways which reflect state and national training trends.
- Provide guidance in program development where the Advisory members positively support and promote the work of the VPMTTP and its strategic plan.

OBJECTIVES:

The committee will provide advice to the Executive Committee of the VPMTTP in the following areas:

- Processes involved in the recruitment of Trainees which includes development of interview guidelines and a process for selection and allocation of positions.
- The ongoing Education Program for Trainees and the Generalist workforce.
- Allocation of resources to components of the program which includes funding of additional positions, the Educational Program and the Mentoring Program.
- Significant changes in the Palliative Medicine workforce or other issues that may impinge on the effectiveness of VPMTTP.
- Communication strategy with Trainees and the palliative field.
- Identify areas of improvement in relation to the Training Program and goals of the VPMTTP.
- Evaluation of the program.

MEMBERSHIP TERM:

The membership term is for three (3) years, and consists of Executive Committee members. One member may represent more than one area/service. There is the capacity to co-opt attendees as required. Members are selected from services as per table below.

| | Membership list by request for Current Representatives Service or Department membership category | Number of representatives for each category of membership |
|---|---|--|
| 1 | Major Palliative Care services, Inpatient, Community and Consult in Victoria | 13 |
| 2 | Relevant state-wide service e.g. Paediatric, HIV, AYA... | 1 |
| 3 | DoH Palliative Care services | 1 |
| 4 | Academic Palliative Care | 2 |
| 5 | Non RACP accredited services e.g. The Alfred, Banksia, MCM | 3 |
| 6 | Rural services | 3 |
| 7 | VMA – GP both rural and metro | 1 |
| 8 | VPMTTP trainee | 1 |

CHAIR PERSON

The Chair Person serves for a period of three (3) years. The Chair Person will be a member of the VPMTTP Executive Committee. One other person nominated by the Advisory Committee will attend the VPMTTP Executive Committee meetings as proxy should the Chair be unavailable.

Every third academic year, at the first meeting of the year, nominations will be taken for a new chair.

ADMINISTRATION OFFICER

This person will distribute the meeting agenda one (1) week prior to the meeting, takes notes of proceedings and prepare minutes. Minutes will then be distributed to all committee members one (1) week after the meeting takes place.

FREQUENCY OF MEETINGS

Four (4) times a year

MEETING ATTENDANCE

The nominated Advisory Committee member will attend the scheduled meetings but a substitute can be nominated should they be unable to attend. A quorum is only necessary if a tabled item requires a voting decision. This will then be 50% plus one (1) member.

ACCOUNTABILITY/REPORTING STRUCTURE

The Advisory Committee will receive reports from the VPMTTP Executive Committee. The minutes of the Advisory Committee meetings will be forwarded to the VPMTTP Executive Committee and to the Director of CPC.

Summary/updates of Committee activities will be available to Consortia members and other interested parties via the CPC/VPMTTP website.

REVIEW

An annual internal review is to be conducted. This will be a review of the committee's performance, terms of reference and its membership, with the review process to be managed by the Chair. The process may be a self-assessment by the Committee or an independent review at the discretion of the Executive Committee. The terms of reference will be reviewed every three (3) years.

CENTRE FOR PALLIATIVE CARE

The role and function of the Centre for Palliative Care is as follows:

- To hold and manage the funds for the VPMTTP
- To employ the Medical Training Coordinator and the Business Manager
- To provide day-to-day support and oversight on the implementation of the VPMTTP work plan.
- The CPC will provide all secretariat support. The secretariat will be responsible for the preparation and distribution of agendas and minutes.
- To ensure that the agreed key performance indicators for the VPMTTP are met and to provide timely reports to the Department of Health.