

Executive Committee Terms of Reference

Since 2009, 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 co-ordinated state wide Palliative Medicine training program. This funding process provides the program with the capacity to continue current training opportunities and develop further registrar training positions as required. It also supports up to three (3) Clinical Fellow positions.

1. AIM

The aim of the VPMT is to build and sustain a high quality Palliative Medicine workforce in Victoria. This includes specialist Palliative Care Physicians as well as Doctors from other specialities who may have completed the Clinical Diploma.

2. GOALS OF THE VPMT

1. Increase the number of specialist Palliative Medicine Trainees in Victoria.
2. Ensure that specialist training positions meet the requirements of the Royal Australian College of Physicians.
3. Create and maintain training opportunities in Consultancy, Inpatient, and Community Palliative Care services as required.
4. Coordinate existing training opportunities.
5. Provide a single point of access for the medical workforce wishing to pursue additional training in Palliative Medicine irrespective of background.
6. Create and maintain a database that records the number and location of Palliative Medicine training positions.
7. Create and maintain a database that records the number of trainees that have completed a Fellowship or Clinical Diploma in Palliative Medicine in Victoria.
8. Increase the awareness and promotion of Palliative Medicine education and training opportunities.
9. Target the program to trainees in speciality areas and General Practitioners wishing to develop Palliative Medicine skills.
10. Ensure that the generalist medical workforce has access to training in the palliative approach.
11. Develop and maintain a suitable model of support that addresses future workforce issues.

3. PURPOSE

The purpose of the Executive Committee is to ensure that the program addresses the goals and objectives established by the Department of Health.

The Executive will consolidate the role of the VPMT as the central body for the coordination of Palliative Medicine training and will ensure that there are appropriate positions available in the clinical service arena to meet training needs.

It will ensure that the conduct of the VPMT is in line with the Mission, Vision, Values and Guiding

Principles of the CPC.

4. OBJECTIVES

1. Monitor the execution of the program.
2. Oversee the coordination of Palliative Medicine training to:
 - ensure there is an adequate number of Accredited Sites for training;
 - maintain a record of the number and type of Trainees/annum;
 - ensure that there is an Education Program that is aligned to the RACP curriculum;
 - maintain a process for evaluation of the Education Program;
 - ensure a Mentoring Program is developed to support the Trainees, Fellows, and new Consultants;
 - provide oversight for the Mentoring Program; and
 - develop and monitor strategic direction.
3. Monitor and provide oversight of the program's Budget which includes:
 - the Palliative Medicine training purchasing fund for Registrars and Fellows; and
 - the Education and Mentoring funds.
4. Provide oversight for project related Advertising and Promotional activities.
5. Provide oversight for Project Communication.
6. Provide oversight for Project Reporting.

5. CHAIR PERSON

Associate Professor Mark Boughey - Deputy Director Centre for Palliative Care (CPC) & Director of Palliative Medicine St Vincent's Melbourne

6. MEMBERSHIP

- **Associate Professor Mark Boughey** - Deputy Director Centre for Palliative Care (CPC) & Director of Palliative Medicine, St Vincent's Melbourne
- **Dr Laura Booth** - VPMTTP Medical Coordinator, St Vincent's Melbourne
- **Dr Sadie Dunn** - VPMTTP Education Coordinator, St Vincent's Melbourne
- **Dr Alex Clinch** - Chairperson, Advisory Committee
- **Mr Michael Bramwell** - Operations Manager, Palliative Care Services, St Vincent's Melbourne
- **Mrs Katrina McLean** - VPMTTP Administration Officer, St Vincent's Melbourne

(With capacity to co-opt attendees as required).

7. QUORUM

50% plus one (1) member for quorum, inclusive of at least one CPC Palliative Care Physician.

8. ACCOUNTABILITY

- The Executive Committee will report via the Advisory Committee to the Department of Health. Written reports will be submitted in accordance with the Department of Health guidelines; and
- Reports will be submitted to the Advisory Committee and the CPC Executive Committee on an ongoing basis.

9. FREQUENCY OF MEETINGS

Conducted six (6) weekly.

10. REVIEW

Annual internal review is to be conducted in January. 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 Medical Training Coordinator. This process may be a self-assessment by the committee or an independent review at the discretion of the Executive Committee.