

# Terms of Reference

## 1. Name

### **APM/APPIM Transition and Young Adult Palliative Care Special Interest Forum**

## 2. Purpose and aims

### **The group's purpose is:**

To improve services for young adults (aged 16-25+) with palliative care needs

To increase awareness amongst Palliative care professionals in adult and paediatric services around the needs of young adults

To improve the process by which young adults move between children's palliative care and adult palliative care services where this is appropriate

### **We will achieve this through:**

- Providing a forum for discussion, debate, learning and ideas creation
- Creating opportunities for collaborative working, practice sharing and policy-making
- Encouraging development of services appropriate to the needs of young adults
- Working collaboratively within the Associations (APPIM and APM)
- Supporting the APM and APPIM by responding to requests for expert advice and opinion in this area
- Representing the specialties of adult and paediatric palliative medicine within other groups and organisations addressing the challenges of caring for young adults with palliative care needs.

## 3. SIF Coordinator role

Ideally two coordinators should lead the group representing paediatrics and adult palliative care.

The members elect the SIF coordinator(s) on a 3 year cycle.

The SIF Co-ordinators hold the list of members, ensures newsletters and webpage updates take place regularly and coordinate planning for meetings and study days

The SIF Co-ordinators act as a point of contact for the group to respond to any enquiries

## 4. SIF Membership

Any member of APM or APPIM is eligible to join the SIF. In addition, we recognize the multiprofessional nature of services supporting young adults with palliative care needs and welcome other health or social care professionals who wish to become members at the discretion of the SIF coordinators.

We will advertise for membership through the APM bulletins, APPIM newsletters, study days and the association websites.

A password-protected spreadsheet of members will be held by the SIF coordinator. Any members who are not also APM members will be informed that the group is part of the APM and as such the APM will have access to their details.

Every newsletter/email update will include a prompt to opt out.

If a member wishes to opt out their details will be removed from the spreadsheet

### **5. Communication with members**

Quarterly email update/newsletter to members (webpage to be updated with newsletters)

Additional ad hoc updates on events and grants

Online meetings for networking and learning.

MS Teams group hosted by one of the coordinator's organisations.

### **6. Reporting**

The SIF Co-ordinator will be co-opted as a member of the APPM executive committee.

The SIF Co-ordinator reports to APM Boards with a brief update twice a year and annual reports for AGM

### **7. Funding**

No specific funding. SIF can plan study days with Board approval