



Terms of Reference

National Palliative Care Standards Generalist Supplement Project Working Group

Purpose

To support health practitioners in their delivery of generalist palliative care, Palliative Care Australia (PCA) is developing a Generalist Supplement to the National Palliative Care Standards 2018 (5th Edition).

The development of the Generalist Supplement will be undertaken by a consultancy firm Aspex Consulting (appointed November 2020). The project will be governed by the PCA Executive Steering Committee (the Committee) which will make recommendations to the PCA Board on the proposed Generalist Supplement.

The National Palliative Care Standards Generalist Supplement project Working Group (PWG) will provide advice to the Committee (via the PCA Project Team) on technical and operational aspects of the proposed Generalist Supplement.

The development of a Generalist Supplement:

- acknowledges the role of primary care health practitioners, particularly general practitioners, and other specialist health care palliative providers delivering palliative care to those with cancer, chronic illness, age-related frailty and dementia; and
- will better support and respond to, the increasing need for palliative care provision in generalist care settings.

Term

The project commenced in November 2020.

The PWG will be constituted from February 2021 to November 2021 when the project is due to conclude.

Project team

The PCA project team will be led by National Clinical Advisor, Kate Reed-Cox supported by Senior Policy Officer, Larissa Karpish in conjunction with Aspex Consulting.

Membership

Membership of the PWG represents individuals and organisations with the necessary expertise to support the completion of the project; membership is on a voluntary basis. The PWG will be led by a Chair; the Chair has been appointed by the Committee for the duration

of the project. The Chair is responsible for the orderly conduct of meetings. The Senior Policy Officer shall attend all meetings and perform secretariat functions for the PWG.

Nominated proxies are permitted, but reasonable notice of a proxy's nomination should be provided to the PCA Project Team.

Members agree to inform the PCA Project Team of any guidelines or similar documents that they or the organisation they represent is developing, if of relevance to the development of the Generalist Supplement.

Functions

The PWG will provide expert advice on specific issues as referred by the Project Team. From time-to-time, the Project Team, through the Chair, may ask members for specific directions on how best to engage their respective organisations and sectors to support the project outcomes.

Meetings

The PWG will meet predominantly via Zoom or Teams. A maximum of five (5) meetings of one hour each is anticipated. Subject to COVID-19 restrictions, it will hold one (1) face-to-face meeting over the duration of the project aligned to critical project milestones. Out-of-session consultation with members, as required over the duration of the project, will occur. Quorums will not be necessary.

We will endeavour to provide 10 working days' notice of each meeting date and will organise meetings based on the majority of members' advised availability via Doodle polling.

Reporting

Agendas, Action Items and Minutes of the meetings will be distributed to members in a timely manner. Meeting papers will be sent by email and Teams.

Amendment, modification or variation

These Terms of Reference may be amended, modified or varied after consultation and agreement by the PWG, in agreement with PCA.