



**Specialist Palliative Care Chaplaincy and Pastoral Care Community of Practice  
Terms of Reference  
September 2022**

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**1.0 Purpose**

To provide a network for support, education and practice development for chaplains and those delivering pastoral care in specialist palliative care on the Island of Ireland.

**2.0 Role of the Community of Practice (COP)**

- 2.1 To provide a shared learning forum for specialist palliative care (SPC) Chaplains and those delivering Pastoral Care to include:
- 2.1.1 Sharing of resources and processes
  - 2.1.2 Sharing of specialist education and research opportunities
  - 2.1.3 Sharing of Funding opportunities
  - 2.1.4 The role of Chaplaincy / Pastoral Care in a multidisciplinary team
  - 2.1.5 The development of community and home-based chaplaincy / pastoral care
  - 2.1.6 Signposting to other services and networks
  - 2.1.7 Invitation of external contributors
- 2.2 To facilitate a network of SPC Chaplains and those delivering Pastoral Care to connect and support colleagues working in the area.
- 2.3 To provide a point of contact for communication for Chaplains, Pastoral Care Workers, Managers, All Ireland Institute of Hospice and Palliative Care (AIIHPC) and other relevant stakeholders (relevant bodies from Northern Ireland to be included).

**3.0 Membership**

Membership of the Chaplaincy and Pastoral Care Community of Practice shall include Specialist Palliative Care Chaplains and those delivering Pastoral care working in hospice services and /or community services.

Membership to be invited from following organisations:

Our Lady's Hospice & Care Services  
St Francis Hospice Dublin  
Laura Lynn's Children's Hospice  
Milford Care Centre  
Marymount University Hospital and Hospice  
Galway Hospice Foundation  
Mayo Hospice  
North West Hospice  
St Brigid's Hospice - Kildare  
Donegal Hospice  
South East Palliative Care Centre, Waterford  
Kerry Specialist PC Services  
HSE Laois Offaly Palliative Care  
Meath Specialist Palliative Care Team  
Cavan/Monaghan Specialist Palliative Care Team  
Southern Health & Social Care Trust  
South Eastern Health & Social Care Trust  
Belfast Health & Social Care Trust  
Western Health & Social Care Trust  
Northern Health & Social Care Trust  
Marie Curie, Northern Ireland  
Macmillan, Northern Ireland  
Northern Ireland Hospice  
Southern Area Hospice  
Foyle Hospice  
Specialist Palliative Care / Chaplaincy / Pastoral Care Educators  
Further chaplains and those delivering pastoral care from across the island to be identified and invited to engage

#### **Roles and responsibilities of Members**

- Attend scheduled meetings either in person or via zoom
- Facilitate the two-way exchange of information among members
- Actively engage in the group and utilise it as a platform for sharing information with other COP members
- Members to take responsibility for presenting at relevant meetings, when requested

#### **Role and responsibilities of AIHPC:**

- Establish a database of members of the COP with contact details and maintain
- Organise a calendar of meetings in consultation with the COP and provide notice of meetings to members
- In consultation with Chairs, determine a rotation system for presenting organisations who will be responsible for identifying a topic, individual to present and presenting on same and communicate this to members organisations
- Support the COP to host a series of online workshops/talks

- Support members to access the Palliative Hub - Learning Platform
- Manage the Specialist Palliative Care Chaplains and Pastoral Care Community of Practice area on The Palliative Hub Learning Platform including recording and uploading presentations and relevant materials

**Please note that all other administrative duties will be the responsibility of COP members to fulfil.**

#### **Roles and responsibilities of Co- Chairs:**

- Set the agenda for meetings and be available to chair meetings
- Be the point of contact for AllHPC and support with developing a rotation system of presenting organisations
- Support members to present at meetings
- Follow up with member organisations if/as required
- Liaise with key stakeholders and external contributors when required

Co-Chair appointments will be reviewed at least every 6 months.

#### **5.0 Process for Presenters**

The presenting person can choose from the following types of presentation (see also section 2:1)

- Sharing of resources and processes
- Sharing of specialist education and research opportunities
- Sharing of Funding opportunities
- Sharing of policies and processes
- Signposting to other services and networks
- Invitation of external contributors

Additional / alternative topics will be agreed by the membership.

In the short term the CoP expressed an interest in considering the following specific areas:

- The role of Chaplaincy / Pastoral Care in a multidisciplinary team
- The development of community and home-based chaplaincy / pastoral care

The process for presenting is as follows:

- AllHPC to circulate the calendar of presenting organisations to all
- AllHPC to email all members of the COP from the presenting organisation asking for nominations of speakers from within their team
- Members to liaise with their colleagues from within their own organisation and select who will be present at the session they are responsible for
- Members to inform AllHPC of the name(s) of their presenting team member(s) (if appropriate) and the title of the presentation **3 weeks prior** to the presentation
- If no name is received from an organisation, AllHPC to notify the Chairs with 2 weeks' notice
- If the topic of the presentation is a journal article, email the AllHPC the journal **at least 2 weeks prior** to the presentation for dissemination (if circulation is allowed under copyright)
- Aim to keep the presentation to approx. 15 – 20 mins to allow for discussion
- Consider having some questions prepared to prompt the discussion

#### **5.1 External Contributors**

- The COP welcomes input from external expert contributors. Suggestions for external contributors can be brought forward at the end of the monthly meeting or by emailing the chairs.
- A decision to invite an external contributor will be made by consensus from the group.
- Either the chairs **or** the member who suggested the external contributor will make the formal invitation to present.

The chairs or the COP member will liaise with the AIIHPC and external speaker to schedule a suitable date.

## **6.0 Recording**

Presentations, including questions asked and discussions that take place **during** presentation segments, may be recorded. This is so that people who cannot attend will be able to benefit at another time by viewing the materials in the Specialist Palliative Care Chaplaincy and Pastoral Care area on the Palliative Hub - Learning Platform. Question and answer sessions, and discussions that take place **after** the presentations have ended, will not be recorded.

Filming is regarded as 'personal data' under the Data Protection Act 2018 General Data Protection Regulations (GDPR), under that law members should be aware that:

- This Data will be stored with password protection on the Specialist Palliative Care Chaplaincy and pastoral care area on the Palliative Hub - Learning Platform
- This Data will be available for as long as this COP continues to meet and will then be taken down from the Learning Platform and deleted

Members' ongoing participation in the Specialist Palliative Care Chaplaincy and Pastoral Care COP meetings is assumed to imply their agreement to the use of their data in this way. If members are not willing for their data to be used in this way, they should not join meetings during recorded segments, or should leave meetings before recorded segments. Recorded segments will be preceded by a recording alert.

Presenters will be able to request that their presentations are not recorded, for example, due to sensitive information being presented

## **7.0 Frequency of Meetings**

The COP will meet on a monthly basis in line with the Academic Calendar, i.e. 9 meetings per year.

## **8.0 AIIHPC General Data Protection Regulations (GDPR)**

AIIHPC will collect information from individuals either online or manually which is likely to be classed as personal data within the meaning of the General Data Protection Regulations 2018 (GDPR). AIIHPC is a data controller under GDPR. AIIHPC's data and privacy policies are published on the following webpage: <https://aiihpc.org/about/data-protection>  
All queries should be directed to: [jmorgan@aiihpc.org](mailto:jmorgan@aiihpc.org)

## **9.0 Review of Terms of Reference**

The Terms of Reference should be reviewed on an annual basis (review date October 2023)