



## ALL IRELAND SPECIALIST PALLIATIVE CARE OCCUPATIONAL THERAPY COMMUNITY OF PRACTICE TERMS OF REFERENCE

### 1.0 Purpose

To provide a network for support, education and practice development for SPC Occupational Therapists (OT's) working in specialist palliative care on the Island of Ireland. Broadly it brings together a network of specialist palliative care OT's tasked with keeping abreast of developments in specialist palliative care and advising their colleagues. The SPC OT Community of Practice (SPC OT) will seek to challenge issues which impact on the quality of care people and those important to them, receive.

### 2.0 Role of the OT Community of Practice

2.1 To provide a shared learning forum for specialist palliative care OT's to include:

- case studies
- policies
- resources
- service development initiatives
- education and research
- journal club articles
- invitation of external contributors.

2.2 To provide a network of SPC OT's to facilitate and support colleagues working in this specialist area.

### 3.0 Membership

Membership of the SPC OT shall include SPC OT's working across the Island of Ireland in hospice services, hospitals or community services.

### 3.1 Roles and responsibilities of Members

- Appoint two co-chairs to serve for a one year period, one from N. Ireland and one from Republic of Ireland, if possible
- Annually when the role of co-chair becomes vacant SPC OT members who are interested, may offer to take over the role of chair
- Attend scheduled meetings via zoom, although in -person meetings may be arranged at member request
- Facilitate the two-way exchange of information among members
- Actively engage in the group and use it as a platform for sharing information with other SPC OT members
- Members to take responsibility for presenting at relevant meetings, when requested
- Members are responsible for sharing relevant information with their own organisations.

### **3.2 Role and responsibilities of AllHPC:**

- Establish and maintain a database of members of the SPC OT with contact details
- Organise a calendar of meetings in consultation with the SPC OT and provide notice of meetings to members
- In consultation with co-chairs, determine a rotation system for presenting organisations who will be responsible for identifying a topic, individual to present and communicate this to members
- Support the SPC OT to host a series of online workshops/talks
- Support members to access the Palliative Hub - Learning Platform
- Manage the Specialist Palliative Care OT Community of Practice (SPC OT) area on the Palliative Hub Learning Platform including recording and uploading presentations and relevant materials.

### **3.3 Roles and responsibilities of the Chair**

- Be the point of contact for AllHPC and provide support with developing a rotation system of presenting organisations
- Support members to present at meetings if/as required
- Follow up with member organisations if/as required
- Liaise with key stakeholders and external contributors when required
- The role of co-chair of the SPC OT will rotate on an annual basis throughout the member organisations.

### **5.0 Process for Presenters**

The presenting person can choose from the following types of presentation:

- case studies
- policies
- resources
- service development initiatives
- education and research
- journal club article
- other ideas.

### **5.1 The process for presenting**

- AllHPC to email all members of SPC OT from the presenting organisation asking for nominations of speakers from within their team
- AllHPC to circulate the calendar of presenting organisations to all
- Members to liaise with their colleagues 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 **prior** to the presentation
- Aim to keep the presentation to approx 20-30 minutes to allow for discussion
- Consider having some questions prepared to prompt the discussion
- Any questions regarding a presentation, should be directed to the AllHPC lead person (if it is a technical issue) and the co-chairs if it relates to content (with the AllHPC lead copied in).

## 5.2 External Contributors

- The SPC OT welcomes input from external expert contributors. Suggestions for external contributors can be brought for consideration to the quarterly meeting or by email
- A decision to invite an external contributor will be made by consensus
- The member who suggested the external contributor will make the formal invitation to present.
- The chair or the SPC OT member will liaise with the AllHPC 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 SPC OT area on the Palliative Hub - Learning Platform. Question and answer sessions, and discussions that take place **after** the presentation has 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 Dietitians area on the Palliative Hub - Learning Platform
- This Data will be available for as long as this SPC OT continues to meet and will then be taken down from the Learning Platform and deleted.

Members' ongoing participation in the SPC OT 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

SPC OT will meet quarterly on the following dates:

- 18th January 3-4pm
- 18th April 3-4pm
- 18th July 3-4pm

- 17th October 3-4pm

## **8.0 Review of Terms of Reference**

The Terms of Reference will be reviewed on an annual basis (review date October 2024).

## **9.0 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)