



Specialist Palliative Care Speech & Language Therapy Community of Practice

Terms of Reference

1.0 Purpose

To provide a network for support, education, and practice development for Speech and Language Therapists working in specialist palliative care settings on the Island of Ireland.

2.0 Role of the Community of Practice (COP)

To provide a shared learning forum for specialist palliative care (SPC) Speech and Language Therapists to include:

2.1.1 Sharing of case studies

2.1.2 Sharing of policies

2.1.3 Sharing of QI resources e.g. QIP templates, audit tools

2.1.4 Sharing of service development initiatives

2.1.5 Sharing of education and research

2.1.6 Journal club articles

2.1.7 Invitation of external contributors

2.2 To provide a network of SPC Speech and Language Therapists to facilitate and support colleagues working in the area.

2.3 To provide a point of contact for communication for managers, Irish Association of Speech and Language Therapists (IASLT), Royal College of Speech and Language Therapists (RCSLT), All Ireland Institute of Hospice and Palliative Care (AIIHPC) and other relevant stakeholders (Other relevant bodies to be included).

3.0 Membership

Membership of the Speech and Language Therapy Community of Practice shall include Specialist Palliative Care Speech and Language Therapists working in hospice services and /or community services.

4.0 Roles and Responsibilities

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 Speech and Language Therapists Community of Practice area on the The Palliative Hub Learning Platform including recording and uploading presentations and relevant materials

Roles and responsibilities of Chair:

- Set the agenda and agree/organise speakers and content for meetings
- Be available to chair meetings
- Be the point of contact for AIHPC 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

The role of the two Chairs of the COP will rotate on an annual basis throughout member organisations (Review at Apr 2025).

5.0 Process for Presenters

The presenting person can choose from the following types of presentation

- Sharing of case studies
- Sharing of policies
- Sharing of QI resources e.g. QIP templates, audit tools
- Sharing of service development initiatives
- Sharing of education and research
- Journal club articles

The process for presenting is as follows:

- AllHPC to circulate the calendar of presenting organisations to all
- Chairs 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 & Chairs 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, Chairs to go out to Community to find replacement.
- 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

If you have any questions regarding your presentation, please contact one of the chairs for advice, or Martin McGinn (mmcginn@aiihpc.org)

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 and help organise that event.

The chairs or the COP 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 Specialist Palliative Care Speech and Language Therapy area on the Palliative Hub - Learning Platform. Question and answer sessions, and discussions that take place **after** the presentations have ended, will also be recorded as agreed with members.

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 Speech and Language Therapy 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 Speech and Language Therapy 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

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segments, or should leave meetings before recorded segments. Although meeting will be recorded, only the presentations and Q&A sessions will be added to the Learning Platform.

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 Quarterly (4 times per year) on Wednesday or Thursdays to suit the communities working patterns.

8.0 Review of Terms of Reference

The Terms of Reference should be reviewed on an annual basis.