

# Spirituality Training Working Group

## Terms of Reference

<b>Area of College</b>	Australasian Chapter of Palliative Medicine (AChPM)
<b>Document Writer</b>	Executive Officer, Chapters
<b>Document Owner</b>	Senior Executive Officer, Adult Medicine Division
<b>Approved by</b>	AChPM Committee
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<b>References/Legislation</b>	
<b>Associated RACP Documents</b>	Governance of College Body By-law, Appointments to College Bodies Policy, RACP Constitution
<b>Applicability</b>	Australia and Aotearoa New Zealand

*Note: This is a controlled document within the [RACP Policy Framework](#). The Framework covers all RACP policies, procedures, by-laws, terms of reference, guidelines, forms and so forth. Any new documents or amendments of existing documents or changes to approver, owner or area of college should be done in accordance with the RACP Policy Framework and Document Control (RACP Policy Framework) Procedure.*

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## 1. INTRODUCTION

These Terms of Reference are to be read in conjunction with the Governance of College Bodies By-law. Both the [Governance of College Bodies By-law](#) and these Terms of Reference govern the College Body.

### 1.1. Established

The Spirituality Training Working Group is established under the authority of the Australasian Chapter of Palliative Medicine (AChPM) to perform the Functions set out in these Terms of Reference and all matters ancillary to those functions.

### 1.2. Term

The term of the Spirituality Training Working Group is for a maximum of two years to deliver the 2024/2025 Spirituality Training Workshops.

## 2. PURPOSE

The purpose of Spirituality Training Working Group is to implement and deliver an annual Palliative Medicine Spirituality Training Workshop.

## 3. FUNCTIONS

The functions of the Spirituality Training Working Group are to:

- a) oversee the development of spirituality training workshop content;
- b) identify suitable workshop presenters/facilitators;
- c) deliver a spirituality training workshop on an annual basis;
- d) provide progress reports to the AChPM on a quarterly basis; and
- e) provide an evaluation report to the AChPM Committee following each annual workshop.

## 4. MEMBER COMPOSITION

The Membership of the College Body shall comprise up to 12 members, who possess the expertise and knowledge to represent the work of the College as follows:

### 4.1. Appointed Members

Members appointed by the AChPM Committee via an expression of interest process.

- up to two AChPM Committee members;
- up to six members of the AChPM, to include:
  - a minimum two Fellows; and
  - up to two advanced trainees in Palliative Medicine;

#### 4.2. Ex Officio Members

- One Fellow, nominated by the Training Committee in Palliative Medicine (TCPM); and
- two Fellows from the Australasian Chapter of Palliative Medicine, nominated by the Australian and New Zealand Society for Palliative Medicine (ANZSPM).

#### 4.3. Community Members

- One Spiritual Care Worker

#### 4.4. Co-opted members

Co-opted members may be appointed for a particular purpose or term.

### 5. MEETING

This section is to be read in conjunction with the [Governance of College Bodies By-law](#).

#### 5.1. Number of Meetings

The College Body shall hold a minimum of six (6) meetings per calendar year and shall meet by videoconference or face to face (maximum one face to face meeting per calendar year).

#### 5.2. Chair

The Chair shall be recommended from within the STWG and approved by the AChPM Committee.

The Chair or their appointee will Chair all meetings.

#### 5.3. Quorum

A quorum is one half of the total College Body membership.

#### 5.4. Voting

Decisions will be made by consensus of the majority of members.

#### 5.5. Secretariat

Meeting agenda, supporting papers and minutes or outcomes will be provided prior to the date of the meeting.

### 6. REPORTING

The College Body must report and make recommendations to the AChPM Committee as required.

The Committee may request advice and guidance from the Training Committee in Palliative Medicine as required.

Once the term has concluded, an evaluation report should be submitted to the Adult Medicine Division Executive Committee for their review.

## 7. DEFINITIONS

Term	Means
Board	The Board of Directors of The Royal Australasian College of Physicians
Working group	The Spirituality Training Working group
College	The Royal Australasian College of Physicians, an incorporated body limited by guarantee ACN 000 039 047.
College Body	Has the same meaning as in the College Constitution
Conflict of Interest	Has the same meaning as the Governance of College Bodies By-law
Ex-officio	Has the same meaning as the Governance of College Bodies By-law
Member of a College Body	Has the same meaning as the Governance of College Bodies By-law
Member of the College	Has the same meaning as the Governance of College Bodies By-law
Parent Body	Has the same meaning as the Governance of College Bodies By-law

## 8. HISTORY

Commencement		
These Terms of Reference were approved by the Adult Medicine Division Executive Committee and commenced on XX		
Revision	Effective Date	Summary of Changes
1.0	31 May 2024	Initial approval/New Document
2.0		<i>[second version]</i>
3.0		