

Position Description for Australasian Chapter of Palliative Medicine (AChPM)

Role	Trainee Representative
Reports to	AChPM President
Location	Australia and Aotearoa New Zealand

Purpose of the Role

To assist the Chapter President in guiding the governance framework and direction of the Chapter in a mutually co-operative and consultative atmosphere.

Key Stakeholders and Relationships

Chapter President, Chapter Committee, Education Committee and its sub-committee members, Chapter Fellows and Trainees.

Context of the Position

The AChPM Chapter has By-laws to guide its operations.

The Chapter Committee has responsibility to manage the affairs of the Chapter and where appropriate, a leadership and supportive role for Fellows in their continuing professional development. Chapter Committee members report to the President of the Division and are accountable to the Adult Medicine Division.

The Education Committee has responsibility to manage the affairs of the Chapter. To develop, coordinate, implement, and monitor the educational activities of the Chapter and manage and implement educational policy and programs for Trainees in the Palliative Medicine stream of the College program and continuing professional development programs for Fellows.

Responsibilities and Functions of the Chapter Committee

Chapter Committee members report to the Chapter President, who is accountable to the President of the Adult Medicine Division for the operations of the Chapter.

Essential Attributes

- Trainee of the Australasian Chapter of Palliative Medicine
- Be conversant with the Chapter's By-laws, Strategic Plan and Business Plan
- Demonstrated experience in leadership
- Demonstrated understanding of the medical education environment
- Ability to lead a team
- Experience and demonstrated effectiveness at developing a team and valuing all members
- Attitudes of cooperation and positivity and high standards of ethical behaviours
- Strong administrative and organisational skills
- Commitment to quality assurance and continuous development
- Demonstrated high level written and oral communication skills.

Key Responsibilities

- Assist in establishing and further developing the Chapter
- Assist in aligning the Chapter's Business Plan with the Strategic Plan of the College
- Assist in ensuring that all sub-committees and all working groups of the Chapter work productively and harmoniously
- Attend meetings of the Chapter Committee, Education Committee and its sub-committees as required

Extent of Authority

The Trainee Representative has access to the staff of the Chapter for provision of secretarial support and professional advice. Chapter staff members are line managed by the College CEO on the basis of agreed work plans and resources as approved by the Board.