

## Expression of Interest (EOI)

Expressions of Interest are being sought from qualified Medical Practitioners to fulfil a vacancy on the Ethics Committee.

### About us

Eastern Palliative Care Ltd (EPC) is the specialist community based palliative care service for the Eastern Region of Melbourne. Our services are provided in the local government areas of Boroondara, Manningham, Maroondah, Whitehorse, Monash, Knox and Yarra Ranges.

We support people in their last year of life with a terminal / life-limiting illness who have complex symptoms whether they be physical, psychosocial, emotional and/or spiritual. EPC is fully accredited through The Australian Council on Health Care Standards (ACHS) ensuring quality, safety and performance at all levels of service delivery.

### The Opportunity

Eastern Palliative Care Ltd's (EPC) Ethics Committee (EC) is a Committee of the Board. It is established under the EPC Constitution (2024) to advise on the application of the EPC [Code of Ethics](#) and principles contained in other applicable codes. The EC makes recommendations to the Board and does not have delegated decision-making authority from the Board, unless specified. The EC assists the Board in carrying out its duties by providing independent and objective review, advice and assistance in developing board policy and monitoring corporate activity within the scope of its remit and making recommendations to the Board for resolution.

### Objectives

Ethics Committee members fulfil an essential governance role and work to continuously monitor the alignment of the care provided by EPC to the Code of Ethics by:

- Discerning current or emerging ethical issues which affect the operations of EPC and where appropriate articulating and making a response or position.
- Assisting the Board and CEO in the company's governance and exercising of due care, diligence and skill in relation to ethical issues.
- Seeking community, legal and ethicist feedback and input on ethical issues.
- Make recommendations to the Board as considered necessary.

### The Committee shall:

- Identify ethical implications of palliative care provision and assist in the formulation of appropriate policies, frameworks and protocols.
- Provide ethical leadership, guidance and advice to staff and volunteers.
- Approve, review and monitor all research proposals and activities.
- Provide a forum for education activities on relevant ethical matters.
- Advise on ethical issues relating to the employment and deployment of staff.
- Ensure that the Code of Ethics is part of the orientation and ongoing professional development of all staff.
- Provide an annual report to the Board.
- Ensure Committee reports and recommendations align with EPC's Value Based Health Care strategy, Code of Ethics and best practice NFP governance standards.
- Other duties as may be delegated by the Board.

### Skills and Experience

- An AHPRA registered Medical Practitioner
- Have a keen interest in ethics and community palliative care

**Role Requirements:**

- The Committee shall meet at least four times per year, at times and places as determined by the Committee (you may attend in person or via technology). Additional meetings may be scheduled as directed by the Board or Committee Chair, or otherwise as necessary to discharge the responsibilities of the Committee.
- The Committee shall convene as soon as practicable when an urgent matter is referred by the Board or Chief Executive Officer.
- The Committee has the authority to seek advice from external consultants or specialists when deemed necessary or appropriate. The Committee will inform the Board of such actions through the Meeting Minutes.
- Recommendations will generally be made by consensus, or if consensus is not achievable, by a majority vote of the members present.
- The CEO will be responsible for giving notice of meetings and record keeping of the EC.
- Company information will remain confidential at all times.

**To Apply**

Please submit your application outlining the skills and experience you have that you could bring to the Ethics Committee. This could be in the form of a letter or resume, depending on your preferences.

If you have any questions about the position or to apply, please email [assistant@epcvic.org.au](mailto:assistant@epcvic.org.au) and we will arrange for the appropriate person to respond.

**Closing date**

Friday 3 October 2025