



Terms of Reference

Last Review Date: January 2010

Next Review Date: January 2012

Purpose	<p>To serve as a reference group for issues, awareness and education of music therapy in acute paediatric and neonatology health settings for RMTs and the wider professional community.</p> <p>To provide a forum for RMTs to share professional knowledge and expertise and address discipline specific issues within the acute paediatric and neonatology music therapy services across acute paediatric hospitals and palliative care services within Australia.</p>
Scope and Functions	<p>Core membership will consist of all Australian RMTs working as clinicians or researchers with infants, children and young people in an acute paediatric hospital and palliative care setting.</p>
Objectives	<ol style="list-style-type: none">1. Provide an opportunity for professional networking regarding common and emerging issues and innovative practice such as:<ul style="list-style-type: none">• Project development• Professional development• Service development• Resource sharing• Clinical education• Research2. Act as a peak body and consultant within AMTA regarding all matters surrounding acute paediatric & neonatal health, such as the establishment of new paediatric/neonatal positions
Operating Procedures	<p>Chair</p> <ul style="list-style-type: none">▪ Elected by the forum at the PHRG meeting▪ Term of office: 2 years▪ Will circulate and finalise PHRG minutes and agenda▪ Will arrange date, time and venue for annual meeting▪ Chair annual meeting▪ Liaise and facilitate communication between all PHRG members▪ Co-ordinate PHRG projects or meeting actions <p>Agenda</p> <ul style="list-style-type: none">▪ Developed from Terms of Reference and PHRG members▪ Drafted by outgoing Chair of PHRG▪ Call for agenda items to be circulated by email one month prior to meeting▪ Finalised agenda to be circulated by email one week prior to meeting <p>Minutes</p> <ul style="list-style-type: none">▪ Circulated by email within 2 weeks of meeting
Regularity of Meetings	<p>Annual meeting during AMTA PDS & Conference.</p>
Quorum	<p>50% + 1 attendance is required for the meeting to proceed.</p>