

# Recency of Practice Policy

## **Purpose**

To outline the Recency of Practice policy of the Australian Music Therapy Association Inc.

## **Scope**

This document relates to all Active Status Registered Music Therapists.

## **Related Documents**

Code of Ethics  
Continuing Professional Development  
Membership Management Policy  
Competency Standards in Music Therapy

## **Definitions**

**Practice** – Indicates that an individual is drawing on their relevant professional skills and knowledge, in the course of their work, to contribute to the safe and effective delivery of services within the profession. Practice is not restricted to the provision of direct clinical care and may also include working in a direct, nonclinical, relationship with clients; working in management, administration, education, research, advisory, regulatory or policy development roles (as examples). This work can be of a paid or formal volunteer nature on a full or part-time basis.

**Recency of Practice** – the period of time over which an individual has utilised their professional knowledge and skills and the extent to which contemporary practice and competence, within a profession, has been maintained.

## **Policy**

Recency of Practice must be demonstrated, by all Active status Registered Music Therapists, every 5 years. This must be demonstrated by providing evidence of 1000 hours, or approximately 4 hours/week, over the previous 5 years. This must be attained in order for an Active status Registered Music Therapist to be considered as practising.

Maintenance of Continuing Professional Development (CPD) does not constitute practice.

The Australian Music Therapy Association Inc. will accept any form of reasonable, verified evidence, that demonstrates the Recency of Practice requirements. This must address ALL of the following points:

1. Evidence of number of hours AND
2. Evidence of relevant practice activities AND
3. Be verified (e.g. letter from employer)

Example type of documents that could be used include:

- Detailed letter from your appropriately qualified supervisor/colleague/manager/employer which outlines work undertaken with clients and the duration of employment.
- Detailed and de-identified client case studies; these must be verified by an appropriately qualified professional.
- De-identified client case notes, client assessment results and/or client music therapy programs.
- Position description describing roles and responsibilities.

- Performance reviews
- Experience conducting a research study.
- Awards for service to the industry.
- Resources developed for the workplace (related to the field of music therapy).

## **Procedure**

Recency of Practice requirements will be, randomly, audited every 5 years, commencing with the first audits in 2025. The procedure for documenting Recency of Practice is as follows:

- At membership renewal each year, every Active Status RMT will sign a mandatory declaration to verify that they have met their Recency of Practice requirements for the previous year.
- The RMT will be responsible for ensuring that they keep adequate personal records of their Recency of Practice hours.
- If the RMT is randomly selected for an audit, it will be their responsibility to provide adequate evidence of these hours.
- A suggested template is provided, by the AMTA, for RMTs wishing to record and maintain their own evidence. See “Recency of Practice Summary Template”.

## **Implementation**

This policy will be implemented in the following way:

- Active status RMTs – evidence gathering will commence as of 1 January 2020 with the first round of audits occurring in 2025
- Random audits will occur every year thereafter
- Members who do not meet the Recency of Practice requirements will not be eligible to renew and will be referred to the Chair of the Registration Committee.

Recency of Practice Summary Template - Examples

**Example 1**

Name	Ben Smith						
Year of Claim	Position	Claim Date	Period of Claim	Number of Hours worked	Description of Evidence	Documents Uploaded	Total Hours to date
Year 1	Private Practice RMT	December 2020	January-December 2020	296	Signed affidavit	Yes	296
Year 2	Private Practice RMT	June 2021	Jan – December 2021	400	Signed affidavit	Yes	696
Year 3	Clinical Supervisor	December 2021	January - Dec 2022	100	Tax Claim	Yes	796
Year 4	CPD Chair	December 2020	January-December 2020	500	Confirmation letter from AMTA EO	Yes	500

Please note: In this example, the 1000 hours was accrued over a 5-year period

**Example 2**

Name	Ann Jones						
Year of Claim	Position	Claim Date	Period of Claim	Number of Hours worked	Description of Evidence	Documents Uploaded	Total Hours to date
Year 1	Clinical Manager	December 2020	Jan-Dec 2020	1000	Work contract	Yes	1000

Please note: In this example, the 1000 hours was accrued in 1-year.

**Example Notes:**

- *Accruals are across a 5-year period. This means some Active status RMTs will take the full 5 years to accrue or others will only take 1-year to accrue. This is acceptable as it allows for periods of required leave.*
- *Remember that you only need to prove 1000 hours of practice, the equivalent of 4 hours per week and this can be paid or volunteer work*
- *You cannot claim the same items for CPD and Recency of Practice. What you claim for one, you cannot claim for the other.*