

EAHAD Physiotherapy Group

Terms of Reference

1. Purpose of the Group

The purpose of the group is to improve the physiotherapy provision and quality of care to patients with haemophilia throughout Europe by promoting physiotherapy and musculoskeletal services as a core component of comprehensive care.

2. Membership of the Group

Any registered or qualified physiotherapist who has an interest in the management of haemophilia and associated bleeding disorders will be eligible to be a member of the EAHAD Physiotherapy Group.

3. Executive committee of the EAHAD Physiotherapy Group

An executive committee will be formed and include 5-6 members from at least 4 different European Countries.

The executive committee will be initially be formed of

Piet de Kleijn	Physiotherapist, Haemophilia Centre, Van Creveldkliniek, University Medical Center Utrecht, The Netherlands
Dr Sebastien Lobet	Physiotherapist, Haemostasis and Thrombosis Unit, Division of Haematology; Research Fellow, Cliniques Universitaires Saint-Luc, Brussels, Belgium
Paul McLaughlin	Physiotherapist, Katheryn Dormandy Haemophilia Centre, Royal Free Hospital, London, UK
Dr David Stephensen	Physiotherapist, Kent Haemophilia Canterbury, UK; Royal London Haemophilia Centre, London, UK

New committee members will be appointed by existing members of the committee.

Committee members must be registered/ qualified physiotherapists, able to speak English and have experience in haemophilia and preferably aligned to a Haemophilia Treatment Centre.

Members of the committee will have a term of 3 years and can be re-elected for a second period of up to 3 years. The maximum membership term will be a total of 6 years. The forming members may extend a further up to 2 years to ensure continuity and handover. Terms of membership will be staged to ensure that there will be a balance of new and experienced members.

Quorate for decision making of the committee will be more than half the number of committee members.

The executive committee will select a chairperson, vice chair and secretary.

4. Function of the Executive Committee

The committee will work towards a set of objectives agreed in discussion with the EAHAD executive committee.

All committee members are required to actively participate in the work of the committee.

5. Frequency and funding of Executive Committee Meetings

The committee will have at least 2-3 meeting per year and participate in the yearly EAHAD meeting. These meetings will be funded and organised via the EAHAD Secretariat.

6. Reports to be produced by the Executive Committee

The committee will produce an annual report outlining progress on agreed objectives.

7. Agendas and Minutes

Agendas and minutes will be circulated to the group and the EAHAD executive.

8. Review of the terms of reference

The terms of reference will be reviewed every 3 years by the committee.