

TERMS OF REFERENCE

HITH Society of Australasia Allied Health Interest Group

1. Name
The Committee shall be known as the HITH Society of Australasia Allied Health Interest Group (AHIG)
2. Purpose
The Committee is to provide a forum for AH workers involved with HITH services across Australasia. To plan for best practice, to promote the role and provide support for AH staff working in a professionally isolated environment.
3. Scope
To provide a network and support forum for AH staff working in HITH settings across Australasia. To define the role of AH within HITH services as opposed to acute hospital care, domiciliary or home based rehab settings.
4. Expected outcomes
4.1 To collaborate on current utilisation and future potential of AH services in HITH.
4.2 To provide representation of AH services in HITH/CAPAC at the HITH Society (Australasia)
4.3 To collaborate with other HITH services across Australasia in developing best practice guidelines and performance indicators.
4.4 To provide a forum for the presentation of common education and professional development.
4.5 To collaborate in research projects amongst similar client groups.
4.6 To collaborate in quality improvement activities.
4.7 To hold quarterly meetings and provide teleconferencing facilities.
4.8 To provide AH representation in the Annual HITH Scientific Conference.
5. Membership
5.1 The Chair will be appointed by the AHIG and will be required to nominate for an executive position on the HITH Society of Australasia, board of Executives.
5.2 In the absence of the Chair, an acting Chair will be nominated by the Chair or Committee.
5.3 Membership will include: Chair Acting Chair AH working in HITH services, holding membership to the HITH Society

5.4	Members are required to attend a minimum of 50% of meetings in a calendar year.
5.5	Proxy members may be co-opted as required with the approval of the Chair.
5.6	Others may be invited to the meeting through the Chair to provide expert advice.
6.	Conflict of Interest
6.1	Where members have a conflict of interest, or it may be perceived by anyone else that there could be a conflict of interest, this must be declared to the Chair prior to the meeting or at the first opportunity before discussions proceed.
7.	Operating Procedures
7.1	Meetings will be held Quarterly each year
7.2	A quorum is determined as representation from 2 services or 5 members.
7.3	A quorum must be attained before decisions can be made.
7.4	The Executive Officer will maintain the official record of the Committee.
7.5	All correspondence, reports and enquiries are to be directed to the Chair.
8.	Out of Session
8.1	The Chair may decide to circulate non contentious items out of session.
8.2	Decisions on out of session items must be noted in the minutes of the next meeting.
9.	Expectations of participants
9.1	Committee members: <ul style="list-style-type: none">• Are expected to prepare, attend and actively participate in meetings.• Deliver allocated agenda items and actions in the timeframes determined.• Communicate the work and achievements of the Committee.• Conduct themselves professionally and in a manner respectful to other members and which promotes confidence in the integrity of the work being undertaken.• Exercise their skills and knowledge to best service the HITH Society of Australasia.
10.	Reporting
10.1	The Committee reports to the HITH Society of Australasia.
10.1	Reports will be provided to the HITH Society of Australasia which will include at a minimum an annual performance report and briefings of specific matters / matters for escalation.
10.2.	The Committee will receive reports from other Committees//Working Parties as required.