



Haemophilia  
Chartered  
Physiotherapist  
Association

# HAEMOPHILIA CHARTERED PHYSIOTHERAPISTS ASSOCIATION

## CONSTITUTION

### TITLE

The title of the Association shall be:

**‘Haemophilia Chartered Physiotherapists Association (HCPA)’.**

### OBJECTIVES

The objectives of the Association shall be to:

- Define, promote and encourage best practice for physiotherapy within haemophilia care by adhering to the objectives laid out in the National Service Specification as outlined below.
- Provide professional leadership and direct national physiotherapy policy by contributing specialist expertise.
- Encourage, facilitate and drive research and development.
- Provide a forum to promote the exchange of ideas between those working in haemophilia.
- Promote and facilitate continuous professional development and educational opportunities in haemophilia physiotherapy.
- Develop and maintain links with other relevant organisations nationally and internationally (i.e. UKHCDO, WFH, EAHAD).

### National Service Specification:

The aim of a physiotherapy service for people with inherited and acquired bleeding disorders is the provision of an evidence informed, fully integrated, person-centred programme of care delivered within a life-affirming and lifelong bio psychosocially informed practice model.

The main tenets of this practice are to:

- Undertake autonomous and highly specialist assessments and initiate interventions to prevent or minimise the risk of musculoskeletal injury/recurrence of a previous injury.
- Ensure ongoing monitoring of joint health.
- Facilitate good physical function and participation in activities.
- Provide rehabilitation of acute, subacute, and chronic manifestations of musculoskeletal disease
- Provide activity and health education and to promote participation in society amongst people with haemophilia and other inherited and acquired bleeding disorders.



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- To support and work with people to live as full a life as possible and support healthy aging using person centred approaches. This would include minimising condition impacts whilst optimising health and social outcomes.

## **MEMBERSHIP**

### **Full Membership**

- Physiotherapists and Physiotherapy Assistants working in the area of haemophilia in the UK and Ireland, including those who have retired from practice, are eligible for full membership of the HCPA.
- All practicing physiotherapists must have Health and Care Professions Council (HCPC) registration, or equivalent.
- The majority of physiotherapists and physiotherapy assistants must be members or associate members of the Chartered Society of Physiotherapy (CSP), or equivalent.
- Full members will have voting rights, and can be elected to the Executive Committee.

### **Allied Membership**

- Other health care professionals with an interest in haemophilia physiotherapy (i.e. psychologists, occupational therapists) are eligible for allied membership of the HCPA.
- Physiotherapists and physiotherapy assistants not working in the UK and Ireland are eligible for allied membership of the HCPA.
- Allied members will not have voting rights and cannot be elected the Executive Committee.
- Allied members can attend the AGM.

## **EXECUTIVE COMMITTEE**

- The Executive committee will consist of a Chair, two Vice Chairs, Treasurer, Secretary, Research Lead and a small number of general committee member positions. It is encouraged that the general committee members move in to one of the executive roles after an initial 2-year term.
- The role of the Chair person should be filled by someone who is actively involved in haemophilia care and be able to commit the time to the Chair position.
- It is expected that one of the Vice Chairs moves to the Chair position following an initial 2-year term. This can be discussed and agreed amongst the committee but where there is no agreement a vote will be sought from the members.
- Executive posts will run for a 2-year term. Executive post holders may apply for 2 consecutive terms.
- General committee posts will run for a fixed term of 2 years and members can then apply for a further 2-year term. The general committee member post will run for a maximum of 4 years. General committee members can apply to move in to an executive role after an initial 2-year term.

- A notice of vacancies will be circulated to members at least 3 months prior to the Annual General Meeting (AGM). This can provide the opportunity for succession planning and a move into alternative roles within the committee.
- Nominees should make their interest known to the Executive committee prior to the AGM.
- Executive posts will be elected by the HCPA's members at the AGM.
- Retiring executive members will become a committee member for a minimum of 1 year and a maximum of 2 years in order to support the incoming appointees.

## **ANNUAL GENERAL MEETING**

- The AGM will be held annually.
- Notification of the date, time and location of the AGM will be circulated to members at least 3 months prior to the meeting.
- Reports will be submitted to the AGM by the Chair, Treasurer, Secretary and Research Lead.
- In order for meetings to proceed, there should be representation from members to include:  
Committee members = 50% of the current committee (to include the Chair/Vice Chair).  
Non-committee members = 20% of the annual conference attendance (excluding the committee members).
- Minutes will be taken and circulated to members after the AGM.

## **FINANCE**

- All monies raised must be used to further the HCPA's objectives.
- All accounts should be kept up-to-date and in accordance with HMRC regulations.
- Accounts should be inspected and approved by two non-executive members of the HCPA at the AGM, who will sign to say they approve the report.
- The annual financial statement made available at the AGM will comprise of a statement of income and expenditure, and balance sheet.
- The funds shall be kept in a bank account approved by the Executive Committee, with signatories to the account being members of the Executive Committee.
- All payments shall be authorised by the Executive committee, with documented evidence of approval for a transaction by at least two Committee members.

## **ALTERATIONS TO THE CONSTITUTION**

Alterations to the Constitution must be agreed at the AGM.