

# Bi-National Rehabilitation Position Statement Working Group

## Terms of Reference

<b>Area of College</b>	Australasian Faculty of Rehabilitation Medicine Faculty (AFRM)
<b>Document Writer</b>	Policy and Advocacy
<b>Document Owner</b>	Manager, Faculties
<b>Approved by</b>	Manager, Policy and Advocacy
<b>Effective Date</b>	19/04/2024
<b>Next Review Date</b>	19/04/2026
<b>References/Legislation</b>	<i>Corporations Act 2001 (Cth)</i>
<b>Associated RACP Documents</b>	Governance of College Body By-law, Appointments to College Bodies Policy, RACP Constitution
<b>Applicability</b>	Australia and Aotearoa New Zealand

*Note: This is a controlled document within the [RACP Policy Framework](#). The Framework covers all RACP policies, procedures, by-laws, terms of reference, guidelines, forms and so forth. Any new documents or amendments of existing documents or changes to approver, owner or area of college should be done in accordance with the RACP Policy Framework and Document Control (RACP Policy Framework) Procedure.*

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## 1. INTRODUCTION

These Terms of Reference are to be read in conjunction with the Governance of College Bodies By-law. Both the Governance of College Bodies By-law and these Terms of Reference govern the Bi-National Rehabilitation Position Statement Working Group.

### 1.1. Established

The Bi-National Rehabilitation Position Statement Working Group is established under the authority of the Australasian Faculty of Rehabilitation Medicine Faculty (AFRM) to perform the Functions set out in these Terms of Reference and all matters ancillary to those Functions.

### 1.2. Term

The term of this Bi-National Rehabilitation Position Statement Working Group is for two years.

## 2. PURPOSE

The Bi-National Rehabilitation Position Statement Working Group will develop a policy document outlining the core principles and minimum criteria for best practise rehabilitation medicine services to guide and influence the development of rehabilitation medicine over the next decade and beyond.

## 3. FUNCTIONS

The functions of the Bi-National Rehabilitation Position Statement Working Group are:

- a) To develop a project plan to guide completion of the position statement and use the project plan to direct activity of the Working Group.
- b) To develop the position statement based on relevant published evidence and experience.
- c) To ensure appropriate consultation with stakeholders during the development process of the position statement.
- d) To provide regular progress updates to AFRM Policy and Advocacy Committee and AFRM Council and RMSANZ.
- e) To obtain College approvals of the position statement.
- f) To develop a release plan for the approved position statement.
- g) To work within existing resources and available support as provided by the College Policy and Advocacy team and the Faculty Office.
- h) To operate in accordance with the College's policies and procedures, including the Working Together and Code of Conduct policies.

### 4. MEMBER COMPOSITION

The Membership of the Bi-National Rehabilitation Position Statement Working Group shall comprise up to ten (10) members including:

- President AFRM, President-elect AFRM or delegate
- President, Rehabilitation Medicine Society of Australia & New Zealand (RMSANZ) or delegate
- AFRM Policy and Advocacy Committee representative
- Australasian Rehabilitation Outcomes Centre (AROC) representative
- Members with expertise from the areas listed below:
  - Adult Rehabilitation Medicine
  - Paediatric Rehabilitation Medicine
  - Identify as Aboriginal and/or Torres Strait Islander, or Māori
  - Rehabilitation Medicine Trainees
  - Australia and/or Aotearoa New Zealand health system/s
  - Regional, rural and remote settings

Consistent with other College body requirements, membership should as far as practicable, be inclusive of important strata of the College membership (for example: gender, geographic location, ethnicity, public and private practice).

### 5. MEETING

This section is to be read in conjunction with the Governance of College Bodies By-law.

#### 5.1. Number of Meetings

The Bi-National Rehabilitation Position Statement Working Group shall hold a minimum of three meetings per calendar year and shall meet virtually.

#### 5.2. Chair

The Bi-National Rehabilitation Position Statement Working Group Chair/s, or their appointee, will chair all meetings.

A Chair/s will be confirmed by a majority of members at the first meeting of the working group.

#### 5.3. Secretariat

Secretariat support will include the following for meetings: setting of meetings, provision of agenda dot points, noting meeting actions, and coordinating follow-up actions.

Secretariat support will include the following for the policy document: circulation of drafts and other information to assist progress.

## 6. REPORTING

The Bi-National Rehabilitation Position Statement Working Group must report and make recommendations to the AFRM Policy and Advocacy Committee.

## 7. DEFINITIONS

Term	Means
Working Group	Bi-National Rehabilitation Position Statement Working Group
College	The Royal Australasian College of Physicians, an incorporated body limited by guarantee ACN 000 039 047.
College Body	Has the same meaning as in the College Constitution
Ex-officio	Has the same meaning as the Governance of College Bodies By-law

## 8. HISTORY

Commencement		
These Terms of Reference commenced on 19/04/2024, following RACP Board of Directors approval to establish a Working Group		
Revision	Effective Date	Summary of Changes
1.0		
2.0		
3.0		