



CANADIAN PHYSIOTHERAPISTS  
IN HEMOPHILIA CARE

PHYSIOTHÉRAPEUTES CANADIENS  
EN HÉMOPHILIE

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**CANADIAN PHYSIOTHERAPISTS IN HEMOPHILIA CARE**  
**PHYSIOTHÉRAPEUTES CANADIENS EN HÉMOPHILIE**

**CONSTITUTION**

Revised May 2016



## **Mission of CPHC**

CPHC exists to...

- Identify and mentor physiotherapists new to hemophilia care
- Assist clinics across the country to achieve a consistent and appropriate level of Physiotherapy staffing
- Develop or enhance clinical skills by planning educational workshops and networking opportunities, and by encouraging attendance at annual CHS meetings and relevant Hemophilia-related events (e.g. WFH World Congress, WFH MSK Congress, etc.)
- Develop recommendations regarding management of the musculoskeletal effects of hemophilia based on the best available evidence
- Educate the other members of the care team and our patients regarding management of the musculoskeletal effects of hemophilia
- Develop leaders within the group to continue this work until a cure for hemophilia is found
- Provide support and communication for the members via email, website and annual meetings
- Promote research among the members to enhance the care of hemophilia and other bleeding disorders to ensure evidence-based practice

## **Guiding Principles**

The activities of CPHC/PCH will reflect a commitment to...

- Health promotion
- Evidence-based practice
- Interdisciplinary communication

## **Importance of Physiotherapy in Comprehensive Care**

Physiotherapists are the musculoskeletal experts on the comprehensive care team in Canada. With improvements in prophylaxis and care of bleeds, the role of orthopedic surgeons has decreased but the need for physiotherapists is as great as ever.

Physiotherapists work closely with the hematologists and nurses to provide:

- Education to families about how to prevent bleeds
- Treatment and rehabilitation following bleeds into joints and muscles
- Advice regarding suitable recreational and sports activities for people with bleeding disorders
- Advice regarding joint protection
- Advice and treatment for pain management
- Assistance to determine when an orthopedic consultation is needed
- Regular comprehensive assessment to monitor joint status



## **CONSTITUTION**

### **ARTICLE 1 – TITLE**

- 1.1 This organization will be known as the Canadian Physiotherapists in Hemophilia Care (CPHC)/ Physiothérapeutes Canadiens en Hémophilie (PCH). Hereafter referred to as CPHC/PCH.

### **ARTICLE 2 – PURPOSE**

- 2.1 The CPHC/PCH exists to establish and maintain a network of physiotherapists who are able to provide a high standard of physiotherapy care, education and research for people affected by hemophilia and related bleeding disorders
- 2.2 The activities of the CPHC/PCH will reflect a commitment to
- Health promotion
  - Evidence based practice
  - Interdisciplinary communication

### **ARTICLE 3 – OBJECTIVES**

The role of the CPHC/PCH is to

- 3.1 Identify and mentor physiotherapists new to hemophilia care
- 3.2 To promote appropriate level of physiotherapy staffing in clinics across the country
- 3.3 Develop or enhance clinical skills by planning educational workshops and networking opportunities and encourage attendance at relevant Hemophilia-related events (e.g. WFH World Congress, WFH MSK Congress, CHS Medical conferences, etc)
- 3.4 Develop recommendations regarding management of the musculoskeletal effects of hemophilia based on the best available evidence
- 3.5 Educate the other members of the care team and our patients regarding prevention and management of the musculoskeletal effects of hemophilia
- 3.6 Develop leaders within the group to continue this work until a cure for hemophilia is found



## **ARTICLE 4 – MEMBERSHIP**

4.1 Membership to the CPHC/PCH is divided into two (2) categories of membership:

- i) **Active members** are the primary clinical physiotherapists working in hemophilia comprehensive care clinics in Canada. All such persons shall remain members as long as they retain their clinic position. These members have the right to hold office, vote at meetings and in elections for office, and to fully participate in group operations. In the event that a primary clinic therapist is on leave, the back-up therapist will be recognized as an active member at that time. There may only be one voting active member per clinic at one time. If there is more than one primary clinic therapist, only one person may be designated as active member when applying for CPHC funding support.
- ii) **Associate members** are physiotherapists invited to participate in the activities of the group who do not meet the requirements for active membership, but who contribute to the aims and goals of the CPHC. These members include: back-up therapists in comprehensive care clinics, previous active members who are retired from practice in a comprehensive care clinic and any physiotherapists who have an interest in the physiotherapy management of hemophilia and related bleeding disorders. They may not hold office or vote, but may be invited to attend meetings and hold membership on CPHC committees or working groups.

## **ARTICLE 5 – EXECUTIVE OFFICERS**

- 5.1 The Executive Committee (EC) shall be comprised of the President, Vice-President, Secretary/Treasurer, and the Past President. The Past President shall be a non-voting advisory member of the EC.
- 5.2 The Executive Committee shall meet together once a year and use conference calls and email as needed between meetings.
- 5.3 The term of office for all Executive Officers shall be two (2) years.
- 5.4 An Executive Officer may serve in the same office for no longer than two (2) consecutive terms after re-election, but may serve in any other Executive position for one further term, which may be consecutive with their former position. This excludes the succession from Vice-President to President and President to Past President.
- 5.5 At the completion of the President's two (2) year term, the Vice-President shall assume the position of President. Vacancies in the positions of Vice-President and Secretary/Treasurer will be filled by elections.



- 5.6 In the event that the President continues for a second term of office, the Vice-President shall have the option either to continue in his/her position, or to step down.
- 5.7 In the event that a vacancy is created in the EC at a time other than the completion of a member's two (2) year term, it shall be dealt with as follows:
- a. President: The Vice-President shall assume office
  - b. Vice-President: The EC shall appoint replacement
  - c. Secretary-Treasurer: The EC shall appoint replacement
- 5.8 A member may not hold more than one office at the same time.
- 5.9 The term of office shall begin at the close of the Annual General meeting in the year of the election.
- 5.10 If for any reason, a position on the EC cannot be filled by succession or otherwise, changes to the election process may be made provided 75% of the members present are in agreement with the proposed changes.

## **ARTICLE 6 – DUTIES OF OFFICERS**

- 6.1 The President shall preside at all the meetings. He/she (or designate) shall be the CPHC liaison with the Canadian Hemophilia Society (CHS), the Association of Hemophilia Clinic Directors of Canada (AHCDC), the Canadian Association of Nurses in Hemophilia Care (CANHC) and the Canadian Social Workers Group.
- 6.2 The Vice-President shall assist the President in his/her duties. He/she (or designate) will also act as the CPHC contributor to the publication Hemophilia Today.
- 6.4 The Secretary-Treasurer shall keep a record of all meetings. He/she shall keep a record of the membership of the group. He/she shall be responsible for the correspondence. Whereas the CHS will be responsible for the safekeeping of monies of the group, the Secretary-Treasurer shall keep a record of all financial transaction and make a financial report at the Annual General Meeting.
- 6.5 The officers shall not receive remuneration for duties performed on behalf of the group, but may be reimbursed for reasonable expenses incurred while performing such duties as set out by the group.



## **ARTICLE 7 – ELECTIONS OF OFFICERS**

- 7.1 Nomination forms will be circulated via email prior to the Annual General Meeting and nominations will be made in advance.
- 7.2 Elections will be done by secret ballot.
- 7.3 The Past President along with one other CPHC member who is not standing for any of the open positions shall hand out, collect, count, and destroy the ballots.
- 7.4 When there is only one nominee for a position, the person is acclaimed.

## **ARTICLE 8 – MEETINGS**

- 8.1 The Canadian Physiotherapists in Hemophilia Care/Physiothérapeutes canadiens en hémophilie shall hold one Annual General Meeting.
- 8.2 Other meetings may be held at the request of the Executive Committee. Meetings of working groups will be called as necessary.

## **ARTICLE 9 – AMENDMENTS**

- 9.1 Amendments to the constitution shall be adopted at the Annual General Meeting by the membership. A two-thirds vote of members present will be required for adoption.

## **ARTICLE 10 – DISSOLUTION**

- 10.1 In the event of dissolution of the group, all funds and properties remaining after payments of liabilities shall be conveyed to the CHS.