

The Bowen Therapists Federation of Australia Incorporated

Australian Registered Body Number: 110 761 281

Established 1998

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REGULATIONS

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Made pursuant to the Constitution of The Bowen Therapists Federation of Australia Incorporated

1. DEFINITION

‘Bowen Therapy’ shall mean soft tissue manipulation based on the technique developed by Tom Bowen and shall include, but is not limited to, the techniques taught by the Council of Schools Sub-committee members.

2. SUBCOMMITTEES

2.1. Subcommittees shall meet at least once in the period between Annual General Meetings (AGM) and shall provide a formal report of their activities to the AGM. A delegate of the

Federation Committee shall be present at such meetings, and any such meetings held in the absence of such delegate shall be invalid.

2.2. Current subcommittees of Bowen Therapists Federation of Australia (BTFA) include:

2.2.1. Council of Schools (COS) subcommittee, whose current membership consists of representatives of the following accredited Bowen Therapy schools:

- a) Academy of Integrated Therapies;
- b) Fascial Kinetics;
- c) International School of Bowen Therapy;
- d) Neuro Structural Integration Technique;
- e) Smart Bowen (Human, Equine and Small Animal) and
- f) A BTFA Committee delegate.

2.2.2. The Continuing Professional Education (CPE) sub-committee. Members on this sub-committee can consist of representatives of the BTFA Committee or nominated from registered BTFA members. This sub-committee will monitor CPE queries and evaluate courses for inclusion in CPE point's spreadsheet and work as outlined in 2.1

3. FEDERATION MEMBERSHIP

3.1 Requirements for categories of membership

3.1.1 **Student** – Evidence of a current enrolment in a Bowen Therapy course with a BTFA approved provider. *Note: Students of other than BTFA approved providers will not be allowed to register with the BTFA.*

- a) Student membership comes with restricted privileges for a fee, reviewed annually.
- b) Student members do not have voting rights at general meetings of the BTFA
- c) Student members cannot hold a position on the Management committee of the BTFA
- d) Student members cannot charge a fee for service

3.1.2 **Practitioner** – As described under 5.2 of these regulations

3.1.3 **Therapist** – As described under 5.2 of these regulations

3.1.4 **Small Animal Therapist** – as described under 5.10 of these regulations

3.1.5 **Equine Bowen Therapist** – as described under 5.6 of these regulations

3.1.6 Combined Therapist

- a) As for Human Therapist plus as for Equine Therapist and/or as for Small Animal Therapist

3.1.7 **Associate** (non-practicing member) – Holds a certificate of completion of a Bowen Therapy course issued by a BTFA approved provider

- a) Associate membership is provided with restricted privileges for a fee to be reviewed annually

- b) Associate members do not have voting rights at general meetings
- c) Associate members are not required to carry professional indemnity insurance
- d) Associate members are not required to renew senior first aid or achieve 20 CPE points annually
- e) Associate members may practice on family and friends, but cannot charge a fee for service
- f) If an Associate for longer than 3 years, you will be required to complete refresher training prior to recommencing as a Practitioner or Therapist to gain membership. Also, insurance and Senior First Aid must be renewed prior to commencing as a Practitioner or Therapist

3.1.8 Life Membership

That status of Life member, conferred by the BTFA Committee, is in recognition of outstanding commitment or contribution to the BTFA or to the professional status of Bowen Therapy. This status can only be conferred on members who have been registered Therapists. This status provides for the Life Member to maintain their membership for life without the payment of membership fees, however, while the Life Member remains in practice, they must still comply with the requirements for a Therapist in all other ways and in line with these Regulations.

- 3.2 **Any individual** can apply to become a member of the BTFA and can do so by the Application for membership form (114-F) available on the website or by request from the BTFA Administration; complying with relevant training and qualifications as specified.
- 3.3 An application from a regional Bowen Therapists organisation to become an Affiliated Association shall be in writing, signed by its President and Secretary. An application by an individual member shall be in writing and signed by a nominating member of the BTFA and a seconder (also a member of the BTFA)
- 3.4 An Affiliated Association shall include as a minimum, the organisation's name and address, the part of Australia purported to be within its purview, the number and types of members, the date of incorporation and a copy of its constitution and such other details as may be required from time to time. Requirements for individual membership are detailed in item 5
- 3.5 Applications from an Affiliated Association shall only be received from incorporated, non-profit organisations
- 3.6 There shall only be one Affiliated Association in each Australian State or Territory
- 3.7 An Affiliated Association must have a committee democratically elected from their full membership
- 3.8 An Affiliated Association objectives shall include the promotion, development, regulation and upholding of the professional practice and teaching of Bowen Therapy

4. MEMBERSHIP FEES, SUBSCRIPTIONS AND LEVIES

- 4.1 The annual subscription from an Affiliated Association shall be determined annually according to the budgeted expenditure forecast for the BTFA for the following year and represents a proportion of membership fees that will be retained by the BTFA, as determined by the BTFA

- 4.2 The annual subscription for an individual membership shall be determined annually according to the budgeted expenditure forecast for the BTFA for the following year. A determined proportion shall, at the discretion of the committee be allocated to an account which may be accessed for CPE training and other events in their State of practice, upon approval of an event by the BTFA Committee
- 4.3 Annual subscription is due on or before the 31 May of each year as per the Constitution 13.2
- 4.4 Members paying after the expiry date of 31 May have a grace period up to and including 30 June to register, with a late fee required in addition to the normal registration fee. During this grace period, the practitioner will be considered as having full registration and therefore continue to receive all the usual benefits. This late fee amount will be determined as per the process outlined in 4.1 and 4.2 above
- 4.5 If full payment plus late fee, is not received by the BTFA on or before 30 June, their membership lapses and a new application will need to be completed to rejoin. After notified deferment of membership, any previous accredited full member may be reinstated upon approval of the Committee and recorded in the minutes of the committee meeting, at their previous level, provided they have remained professionally active in the Bowen Therapy industry as per Constitution Clause 13.3 c)

5. TRAINING

5.1 Training Standards

- 5.1.1 The Federation Committee shall set the minimum training requirements for Registered Therapist (practitioner and therapist levels), after consideration of recommendations from COS. This includes continuing education requirements.

5.2 Minimum Qualifications for Registered Therapists

- 5.2.1 Regulation 5.2 shall have force and effect upon all applications for registered therapist
- 5.2.2 Applicants for registered therapist (**practitioner** level) membership must hold minimum qualifications of the *equivalent* of a VET accredited, Nationally Recognised Certificate IV in Bowen Therapy. As the BTFA's Certificate IV in Bowen Therapy is no longer Nationally Recognised, the standard agreed by the BTFA COS members in August 2011 is the same standard as the last available BTFA Certificate IV in Bowen Therapy, plus the addition of a unit of study equivalent to HLTCOM404B Administer a practice.
- 5.2.3 From July 1st 2011, applicants for registered therapist (**therapist** level) membership must hold minimum qualifications of Diploma of Bowen Therapy granted by a BTFA recognised RTO. Such accreditation only applies when the course leading to the above qualification is taught by an accredited teacher, who is at that time a registered therapist (therapist level) member of an Affiliated Association or is an individual member of the BTFA and the holder of a current Certificate IV in Workplace Training and Assessment granted by an RTO. However, all **registered** therapists as at 1st July 2011 are not required to complete the Core Common Competencies in order to remain a therapist member of the BTFA or their State Association. Please note that should registration lapse, **current** requirements will apply on re-application.

- 5.2.4 Such a Diploma of Bowen Therapy shall accord with the guidelines set out in the Health Training Package for Diploma based competency training. Specifically, it shall contain as a minimum of ten (10) Common Core Competencies, three (3) units of Anatomy & Physiology from HLT07 (or equivalent), Senior First Aid and nine (9) Bowen Therapy Competencies Units developed by the BTFA, with input from the COS subcommittee.
- 5.2.5 Additionally, applicants for registered therapist (practitioner level) shall demonstrate clinical experience of 100 **hours** of treatments and for registered therapist (therapist level) a minimum of 500 **hours** of treatments is required.
- 5.2.6 Applicants who hold qualifications other than those specified in Regulation 5.2.3 shall be subject to the process outlined in Regulation 5.5.
- 5.2.7 Members are required to have a Senior First Aid qualification and **are responsible** for ensuring their certificate is current; and that they inform the BTFA by supplying an updated copy whenever it is renewed. It is the **practitioner's responsibility to keep** all receipts and appropriate records to substantiate their status for audit purposes.

5.3 Continuing Professional Education

- 5.3.1 A registered therapist (practitioner or therapist level) must undertake Continuing Professional Education (CPE), by obtaining a minimum of 20 points from activities set out in the table. This table may change as courses are approved for CPE and a current form may be obtained from Central Administration
- 5.3.2 Such points must be achieved in each membership year, between 1st June and the subsequent 31st May.
- 5.3.3 If a member has achieved more than 20 points in one membership year, up to a maximum of 20 of the remaining points may be carried over to the following membership year.
- 5.3.4 A registered therapist (practitioner or therapist level) must keep adequate records of all training or activity attended or completed, detailed as acceptable in the table of CPE activities. It is the **practitioner's responsibility to keep** all receipts and appropriate records to substantiate during audit, that sufficient points have been achieved as described in 5.3.1

5.4 Grandfather Clause

- 5.4.1 The BTFA grandfathered existing therapists as at the 31st January 2006, who met all the requirements as a therapist of the association, and their therapist status will be maintained.
- 5.4.2 The BTFA grandfathered existing practitioners as at 31st December 2006, who met the requirements as a practitioner of the association, and their practitioner status will be maintained.
- 5.4.3 By January 1st 2007, graduates seeking registered therapist (practitioner level) membership of an Affiliated Association, or existing registered therapists (practitioner level) shall:

- a) have either graduated from an accredited Bowen Therapy school or already be a registered therapist (practitioner level) member of an Affiliated Association as at 31st December, 2006
 - b) have logged 100 hours of Bowen Therapy practice; and
 - c) have successfully completed Anatomy & Physiology 1 or equivalent; and
 - d) hold a current Senior First Aid Certificate; and
 - e) hold current and relevant insurance cover as specified in item 6
- 5.4.4 From 30th January 2006, registered therapists (therapist level) who are registered from that date with an Affiliated Association shall:
- a) Have completed Anatomy & Physiology 2 or equivalent with an RTO; and
 - b) Have logged 500 clinical hours of Bowen Therapy; and
 - c) Maintain current Senior First Aid qualifications and insurance obligations as specified in 5.4.3(d); and (e)
 - d) Have successfully completed all the common competency requirements at Certificate IV level, or received recognition for prior learning or experience from an RTO.

5.5 Non-COS Qualifications

- 5.5.1 An applicant for registered therapist (practitioner or therapist level) membership who does not possess a qualification granted by an accredited school (i.e. an overseas qualification or one gained from an Australian Bowen Therapy school not accredited by BTFA), shall submit details of all qualifications held, and training history to the Affiliated Association's committee through its membership secretary.
- 5.5.2 Such an applicant may be required to undergo practical and theoretical assessment to gain accreditation, by applying to an RTO for Recognition of Prior Learning. The applicant would be directed to a member of COS for this purpose.

5.6 Regulations for Equine Bowen Therapy Student Members

- 5.6.1 An applicant for 'Equine Bowen Therapy Student' membership must have completed the first Stage/Level of an Association recognized Equine Bowen Therapy (Bowen Therapy for Horses) training program with an Association accredited training provider.
- 5.6.2 Equine Bowen Therapy Student membership status is available for a maximum period of two years.
- 5.6.3 Equine Bowen Therapy Student members are not entitled to receive financial gain for the treatments that they perform.
- 5.6.4 Equine Bowen Therapist members are not entitled to treat people or small animals with Bowen Therapy, as the training program for Human Bowen Therapists and Small Animal Bowen Therapists are specialized fields.
- 5.6.5 Equine Bowen Therapy Student members are not required to learn Bowen Therapy for People prior to studying Equine Bowen Therapy.

5.7 Regulations for Equine Bowen Therapist Members

- 5.7.1 An applicant for 'Equine Bowen Therapist' membership must have completed their training in Equine Bowen Therapy (Bowen Therapy for Horses) at an Association accredited Equine Bowen Therapy training provider.
- 5.7.2 Current applicants for registered Equine Bowen Therapist membership of the Association shall hold minimum qualifications of a Diploma of Equine Bowen Therapy, or its equivalent, which contains
- a) a minimum of 90 hours of contact training time,
 - b) 50 case studies requiring two treatments for each case study, (minimum of 100 treatments)
 - c) a valid assessment process in both theory and practical aspects of Bowen Therapy,
 - d) contra-indications and cautions to treatment,
 - e) safety while working with horses, and
 - f) Anatomy and Physiology requirements as stated in regulation 5.7.5
- 5.7.3 After the 1st of January 2008, an applicant for 'Equine Bowen Therapist' membership of the Association shall hold the minimum qualification of a 'Diploma of Equine Bowen Therapy' granted by one of the BTFA accredited training institutions identified in Regulation 2.2.1, who is a Registered Training Organisation with a nationally recognised Equine Bowen Therapy Course listed on their 'Range of Scope'. Such accreditation only applies when the course leading to the above qualification is taught by an accredited teacher, who is at that time a registered Equine Bowen Therapist member of an Affiliated Association or an individual member of the BTFA and the holder of a current Certificate IV in Workplace Training and Assessment granted by an RTO. However, these provisions shall not apply to registered therapists, registered with Affiliated Associations at the date of these regulations.
- 5.7.4 Such a Diploma in Equine Bowen Therapy shall accord with the guidelines set out in the Registered Training Package for Diploma based competency training for Equine Bowen Therapy. Specifically, it shall contain as a minimum, nine (9) Common Core Competencies, an Anatomy & Physiology component as per 5.7.5, a First Aid component for horses, First Aid to the standard of HLTFA301B and a minimum of five (5) Bowen Therapy Competencies approved by the BTFA.
- 5.7.5 All applicants must have completed an Equine Anatomy and Physiology training program of a minimum of 60 hours duration, or have completed a human Anatomy and Physiology to the standard of HLTAP301A and HLTAP401A from the HLT07 Health Training Package or equivalent.
- 5.7.6 Applicants for Equine Bowen Therapists must have completed a minimum of 100 treatments on horses for Equine Bowen Therapists level membership, with proof of treatments required via a signed statutory declaration, stating a minimum of 100 treatments have been completed and recorded on case cards.
- 5.7.7 Equine Bowen Therapist members are not required to have trained in Bowen Therapy for People to become a registered Equine Bowen Therapist.

- 5.7.8 Equine Bowen Therapist members are not entitled to treat people or small animals with Bowen Therapy, as the training program to become a Human Bowen Therapist and/or Small Animal Bowen Therapist are specialized fields.
- 5.7.9 Equine Bowen Therapists are required to hold a current Senior First Aid Certificate or its equivalent to maintain membership.
- 5.7.10 Equine Bowen Therapists are required to accumulate 20 CPE points per annum as regulation 5.3.

5.8 Grandfather Clause

- 5.8.1 This clause shall apply to graduates of accredited Equine Bowen Therapy schools, and to graduates of other Equine Bowen Therapy schools who are registered therapists as at the 1st of January 2008.
- 5.8.2 After 1st January 2008, registered Equine Bowen Therapists who are registered as at the 1st January 2008 will have their Equine Bowen Therapists Membership status maintained provided they maintain current First Aid qualifications and insurance obligations as specified in 5.7.9 and 5.7.10; and they have attended the appropriate Continuing Professional Education programs as required under regulation 5.3 in the preceding 12 month period.

5.9 Non COS Qualifications

- 5.9.1 An applicant for registered Equine Bowen Therapist membership who does not possess a qualification granted by an accredited school (i.e. an overseas qualification or one gained from an Australian Bowen Therapy school not accredited by BTFA), shall submit details of all qualifications held and training history to the Affiliated Association's or the BTFA committee through its membership secretary.
- 5.9.2 Such an applicant will be required to undergo practical and theoretical assessment by the Affiliated Association's Equine Workplace Trainer and Assessor prior to acceptance or rejection of the application by the committee.

5.10 Regulations for Small Animal Bowen Therapy Student Members

- 5.10.1 An applicant for 'Small Animal Bowen Therapy Student' membership must have completed the first Stage/Level of an Association recognized Small Animal Bowen Therapy (Bowen Therapy for Small Animal) training program with a BTFA accredited training provider.
- 5.10.2 Small Animal Bowen Therapy Student membership status available for a maximum of two years.
- 5.10.3 Small Animal Bowen Therapy Student members are not entitled to receive financial gain for the treatments that they perform.
- 5.10.4 Small Animal Bowen Therapy Student members are not entitled to treat people or horses with Bowen Therapy, as the training program for a Human Bowen Therapist and Equine Bowen Therapist are both specialized fields.
- 5.10.5 Small Animal Bowen Therapy Student members are not required to have commenced or completed a Bowen Therapy for People training program prior to studying Small Animal Bowen Therapy.

5.11 Regulations for Small Animal Bowen Therapist Members

- 5.11.1 An applicant for 'Small Animal Bowen Therapist' membership must have completed their training in Small Animal Bowen Therapy (Bowen Therapy for Small Animal) at a BTFA accredited Small Animal Bowen Therapy training provider who is a Registered Training Organisation.
- 5.11.2 Current applicants for registered Small Animal Bowen Therapist membership of the Affiliated Associations shall hold minimum qualifications of a Certificate IV in Small Animal Bowen Therapy, or its equivalent, which contains
- a) a minimum of 64 hours of contact training time,
 - b) 50 case studies requiring two treatments for each small animal, (minimum of 100 treatments)
 - c) a valid assessment process in both theory and practical aspects of Small Animal Bowen Therapy,
 - d) contra-indications and cautions to treatment,
 - e) safety while working with Small Animals, and
 - f) Anatomy and Physiology requirements as stated in regulation 5.11.5
- 5.11.3 After the 1st of January 2008, an applicant for 'Small Animal Bowen Therapist' membership of the Affiliated Associations shall hold the minimum qualification of a Certificate IV in Small Animal Bowen Therapy granted by one of the accredited Small Animal Bowen Therapy Registered Training Organisations identified in Regulation 2.2.1. Such accreditation only applies when the course leading to the above qualification is taught by an accredited teacher, who is at that time a registered therapist member of an Affiliated Association or an individual member of the BTFA and the holder of a current Certificate IV in Workplace Training and Assessment granted by an RTO.
- 5.11.4 Such a Certificate IV in Small Animal Bowen Therapy shall accord with the guidelines set out in the Registered Training Package for Certificate IV based competency training for Small Animal Bowen Therapy. Specifically, it shall contain as a minimum, Common Core Competencies as determined by the BTFA, an Anatomy & Physiology component, a First Aid component and a minimum of four (4) Bowen Therapy Competencies approved by the BTFA.
- 5.11.5 All applicants must have completed a Small Animal Anatomy and Physiology training program of a minimum of 40 hours duration, or
- a) an Equine Anatomy and Physiology training program of a minimum of 60 hours duration or
 - b) have completed a human Anatomy and Physiology to the standard of HLTAP301A and HLTAP401A from the HLT07 Health Training Package or equivalent
 - c) must have completed a minimum of 100 treatments on Small Animals for Therapists level membership, with proof of treatments required via a signed statutory declaration, stating a minimum of 100 treatments have been completed and recorded on case cards

- 5.11.6 Small Animal Bowen Therapist members are not required to have trained in Bowen Therapy for People.
- 5.11.7 Small Animal Bowen Therapist members are not entitled to treat people or horses with Bowen Therapy, as the training program for a Human Bowen Therapist and Equine Bowen Therapist are both specialized fields.
- 5.11.8 Small Animal Bowen Therapists are required to hold a current Senior First Aid Certificate or its equivalent to maintain membership.
- 5.11.9 Small Animal Bowen Therapists are required to accumulate 20 CPE points per annum as regulation 5.3.

5.12 **Grandfather Clause**

- 5.12.1 This clause shall apply to graduates of accredited Small Animal Bowen Therapy schools, and to graduates of other Small Animal Bowen Therapy schools who are registered Therapists as at the 1st of January 2008. It shall be reviewed when the Certificate IV in Small Animal Bowen Therapy is finalized in accordance with the Registered Training Package requirements for Small Animal Bowen Therapy.
- 5.12.2 After 1st January 2008, registered Small Animal Bowen Therapists who are registered as at the 1st January 2008 with an Affiliated Association shall maintain their Small Animal Therapists Membership status provided they maintain current First Aid qualifications and insurance obligations as specified in 5.11.8 and 5.11.9, and they have attended the appropriate Continuing Professional Education programs as required under regulation 5.3 in the preceding 12 month period

5.13 **Non COS Qualifications**

- 5.13.1 An applicant for registered Small Animal Bowen Therapist membership who does not possess a qualification granted by an accredited school (i.e. an overseas qualification or one gained from an Australian Bowen Therapy school not accredited by BTFA), shall submit details of all qualifications held and training history to the Affiliated Association's committee through its membership secretary.
- 5.13.2 Such an applicant will be required to undergo practical and theoretical assessment by the Affiliated Association's Small Animal Workplace Trainer and Assessor prior to acceptance or rejection of the application by the committee

6. **INSURANCE**

- 6.1 As from AGM 2004, each Affiliated Association shall hold a minimum \$10,000,000 public liability and professional indemnity insurance.
- 6.2 All registered members must hold a current professional indemnity and public liability insurance in accordance with the requirements of the BTFA or their Affiliated Association. Those members registered as Equine or Small Animal Bowen Therapists must hold Professional Indemnity and Public and Products liability to the minimum value of One Million Dollars.
- 6.3 The Association highly recommends that Equine and Small Animal Therapy Student members have insurance cover while training in these Bowen Therapies
- 6.4 It is the **member's responsibility** to ensure they have current insurance cover and **are responsible** for ensuring their certificate is current; and that they inform the BTFA by

supplying an updated copy whenever it is renewed. It is the **member's responsibility to keep** all receipts and appropriate records to substantiate their status for audit purposes

7. CODE OF ETHICS

- 7.1 This code shall apply to all registered therapists in Affiliated Associations or who are individual members of the BTFA to preserve and enhance the reputation of the BTFA, the practice of Bowen Therapy and to protect the general public.
- 7.2 The primary professional duty of a registered therapist is to competently assist the patient to optimum health, within the circumstances of the patient's condition.
- 7.3 A registered therapist shall always maintain the highest standards of professional conduct and duty of care to the patient, and never knowingly undertake any action or treatment that would adversely affect the health of a patient or fellow human being.
- 7.4 A registered therapist shall have respect for the religious, spiritual, political and social views of any individual irrespective of race, age, sex, colour, ethnic origin, differing abilities, sexuality, creed, marital status, culture or social standing.
- 7.5 A registered therapist shall not enter into an intimate or sexual relationship with a patient whilst the patient is under their care.
- 7.6 A registered therapist shall not use unsafe or improper practices.
- 7.7 A registered Therapist must never claim to "cure". The possible therapeutic benefits may be described as "recovery", but this must never be guaranteed.
- 7.8 A registered therapist shall at no time take part in, or promote any activity, verbal or otherwise, which will reflect improperly or denigrate the standing of Bowen Therapy, The BTFA or an Affiliated Association within the general community or in any professional circles.
- 7.9 A registered therapist shall ensure that they are medically, physically and psychologically fit to practice.
- 7.10 A registered therapist shall not use their professional connections or affiliations in an unconscionable manner.
- 7.11 A registered therapist shall not disclose information obtained in confidences from or about a patient unless consent has been given.
- 7.12 A breach of any aspect of this Code of Ethics will make the registered therapist subject to disciplinary action.

8. PROFESSIONAL PRACTICE GUIDELINES

- 8.1 These guidelines shall be read in conjunction with The BTFA Code of Ethics, being the practical application thereof.
- 8.2 These guidelines shall apply to all Registered Therapist members (practitioner and therapist levels) of State Bowen Therapist Associations affiliated with The BTFA or individual members of the BTFA, who provide professional Bowen Therapy treatments or advice, for fee or reward.

8.3 A Registered Therapist shall:

8.3.1 Professional Conduct

- a) behave with courtesy, respect, dignity and discretion. Their attitude must be competent and sympathetic, hopeful and positive, thus encouraging uplift in the mental outlook of the patient and a belief in a progression towards good health;
- b) recognise a responsibility to give the generally held opinions of the relevant discipline when interpreting and conveying scientific or empirical knowledge to patients or to the general public, and where one presents any personal opinion which is contrary to the generally held opinion of the discipline, clearly indicate that this is so;
- c) not attend a patient or clinic whilst under the influence of any substance that may impair professional judgment, nor consume a tobacco product in a clinical setting;
- d) undertake a thorough assessment of a patient prior to embarking on a treatment plan;
- e) obtain prior written permission from the patient to discuss their details with another practitioner with a view to enhancing the health outcome for the patient. If the patient is a minor or not legally or medically competent to do so, obtain such permission from their legal guardian or representative;
- f) treat minors only when a parent or guardian is present;
- g) not guarantee a specific positive outcome or cure from a treatment nor exaggerate the severity of the condition;
- h) not provide other therapies or advice, including counselling, unless properly qualified to do so;
- i) not refer a patient on to another health professional unless confident about the skill and integrity of the referred therapist;
- j) not knowingly breach any relevant local, State or Commonwealth legislation, including the Commonwealth of Australia Therapeutic Goods Act and Regulations;
- k) maintain a high standard of personal and clinic hygiene at all times;
- l) show due respect for and cooperate with practitioners of other disciplines and refrain from derogatory remarks about other therapies.

8.3.2 Maintenance of Practice Records

- a) maintain high standard patient records which shall include at least personal details such as name, address, date of birth and contact details, health history, treatment date and details, and referrals and remedies;
- b) keep patient records confidential at all times and restrict access to the registered therapist or assistant, except: (a) in an emergency or other urgent situation where the information may prevent possible injury to the patient or another person, b) where required to do so by law;
- c) issue a receipt/tax invoice for treatment fees;

- d) keep receipt books or software in a safe and secure manner;
- e) maintain financial records in accordance with accepted accounting practice;
- f) hold all such records stated above for the legally required length of time;
- g) not permit their provider number or personal stationery to be used by any other therapist or practitioner (including an unqualified practitioner) or be quoted by any unauthorised person;
- h) not provide false information on documents used for health fund rebate purposes.

8.3.3 **Promotion**

- a) market the practice in an accurate, truthful and ethical manner;
- b) not use titles or descriptions that give the impression of medical or other qualifications to which they are not entitled, in any promotion of their skills or services;
- c) not advertise or lay claim to secret or exclusive methods of treatment.

8.3.4 **Clinical Practice**

- a) display prominently the Code of Ethics and these Guidelines;
- b) provide discreet waiting areas where possible, and private and confidential examination and treatment rooms;
- c) supply appropriate and convenient ablution and sanitary facilities for patients;
- d) ensure employees comply with the substance and spirit of these guidelines;
- e) carry an adequate level of Professional Indemnity and Public Liability Insurance cover. It is the **practitioner's responsibility** to ensure they have current insurance cover at all times (including for audit purposes);
- f) have a current Senior First Aid certificate at all times. It is the **practitioner's responsibility** to ensure they have current first aid certification at all times (including for audit purposes);
- g) remain contactable at all reasonable times, through the provision of telephone answering systems or email services, when not immediately available because of practice commitments;
- h) be aware of notifiable diseases pertinent to their state or territory legislation.

8.3.5 **Breach of Professional Practice Guidelines**

- a) Any breach of any aspect of these Professional Practice Guidelines will make a therapist subject to disciplinary action in accordance with the Constitution of The BTFA or Affiliated Association as applicable.

9. HONORIFICS

- 9.1 Registered Therapists (therapist level) shall be entitled to use the honorific RBT for Registered Bowen Therapist and/or BTFA after their name while they remain a fully compliant Registered Therapist (therapist level) member of an Affiliated Association or the BTFA, complete the necessary CPE points, and are in good financial standing.

10. PRIVACY POLICY

10.1 A copy of this Privacy Policy, as amended from time to time, shall be signed by the President of the BTFA or each Affiliated Association and a copy made available to all such Association and BTFA members.

10.2 Introduction

10.2.1 The BTFA is committed to ensuring the privacy of individuals. As of 21 December 2001, the BTFA is bound by the National Privacy Principles which are set out in the Australian *Privacy Act 1998*. This policy provides information on the BTFA's information handling practices.

10.2.2 When information is collected directly from individuals and member associations, the BTFA may provide further relevant information at the point of collection.

10.3 Collection

10.3.1 BTFA will only collect information from individuals and Affiliated Associations when it is necessary for the performance of a business or organisation function. The information it collects will depend on the individual's relationship with BTFA. Sensitive information* (for example, an individual's racial or ethnic origin) will only be collected if the individual gives consent or if it is required by law.

**Sensitive information means information about an individual's racial or ethnic origin, political opinions, membership of a political, professional or trade association, philosophical beliefs or affiliations, membership of a trade union, sexual preferences or practices, or criminal record. It also includes health information*

10.4 Use

10.4.1 The BTFA only uses personal information for the purpose for which it was collected. It may also use this information for secondary purposes which directly relate to the primary purpose of collection.

10.4.2 The BTFA, as a federation of Affiliated Associations and Individual members encourages, promotes, protects and facilitates self regulation of all activities affecting Bowen Therapy. The BTFA uses information acquired from individuals and Affiliated Associations to facilitate these objects and purposes including promoting activities and functions, public education programs, research programs, professional contact with therapists and promulgation of standards and guidelines.

10.4.3 BTFA may use, disclose and publish information publicly in relation to Therapists, particularly Therapists who may be subject to disciplinary action or complaints under the Code of Ethics as per 7.12 and the Complaints Policy as per 11.9.

10.4.4 Contact information held by the BTFA may also be used to inform individuals of special offers or additional services provided by the BTFA. The individual contacted will be provided with the option of not receiving further communication of this nature from the BTFA.

10.5 Disclosure

10.5.1 The BTFA does not sell any of the personal information it collects. The BTFA will only disclose personal information for the primary purpose for which it was collected or for a secondary purpose if it directly relates to the primary purpose.

Individuals will be informed of this, and may have to sign a consent form at the collection.

- 10.5.2 The BTFA does engage third parties to perform certain business functions; therefore, it is sometimes necessary to disclose personal information to those suppliers. Where disclosure takes place, the BTFA seeks to ensure that personal information is handled in accordance with the Australian National Privacy Principles.

10.6 Security

- 10.6.1 **The BTFA endeavours to protect personal information from unauthorised use, access, disclosure and alteration.** Employees are only provided with access to personal information that is relevant to their roles and responsibilities, and it seeks to ensure that staff complies with BTFA's policy on the handling of personal information. IT protection systems and internal procedures are also utilised to protect the personal information held by BTFA. It will hold personal information until there is no longer a business or legal need to retain it.

10.7 Correction

- 10.7.1 The BTFA seeks to maintain the accuracy of personal information. It encourages contact if the information held is incorrect and seeks notification if personal information has changed.

10.8 Access

- 10.8.1 The Privacy Officer may be contacted on 1300-429-636 or at info@bowen.asn.au to access personal information held about the enquirer. BTFA may require the completion of a form to access this information. Access will be provided unless the request is unreasonable or the Australian National Privacy Principles permit the BTFA to decline this access. As permitted by law, a fee may be requested to cover the cost of access.

10.9 Complaints and Concerns

- 10.9.1 Individuals, who have any concerns about the BTFA's handling of their personal information, may contact the Privacy Officer identified above (10.8.1). BTFA may ask that requests be in writing and will seek to resolve concerns as promptly as possible.

10.10 Changes to BTFA Privacy Policy

- 10.10.1 BTFA may modify or amend this policy at any time provided the policy still complies with the Privacy Act. The latest version of its policy can be accessed via the website at www.bowen.asn.au or by contacting the Federation on 1300426936.

11. COMPLAINTS POLICY

- 11.1 This policy covers the following complaints:

- 11.1.1 Complaints from members of the public in relation to dealings with Bowen Therapists Association members;
- 11.1.2 Complaints from members of the State Associations in relation to dealings with the State Associations;
- 11.1.3 Complaints relating to BTFA recognized training institutions.

- 11.2 The complaint should be directed in the first instance to the member or the association responsible for the dissatisfaction. If this is not possible, does not result in resolution, or the complaint is very serious the complaint should be put in writing and addressed to the Secretary of the BTFA PO Box 89 Sandown Village Victoria 3171 or email info@bowen.asn.au
- 11.3 The complaint will be documented in a confidential register held by the Secretary.
- 11.4 The Secretary will acknowledge the complaint by letter or email within five working days and will advise on how the committee will address the complaint.
- 11.5 The Secretary or a member of the BTFA Committee will contact the other party in an attempt to resolve the issue by conciliation.
- 11.6 The BTFA committee will endeavour to resolve complaints within ten working days. If this process takes longer than ten working days the complainant will be informed of the progress.
- 11.7 Both parties will be advised in writing by the Secretary of the outcome.
- 11.8 The Process that will be followed after a complaint is made in writing:
 - 11.8.1 The Secretary or Executive Committee member shall meet or contact the complainant;
 - 11.8.2 The complainant shall be advised to contact police if the complaint is classed as unlawful;
 - 11.8.3 The Secretary or Executive Committee member shall meet or contact the accused to allow them a right of reply;
 - 11.8.4 In Consultation with the President of the State from which the complaint is made (if the member is a member of an Affiliated State Association), the BTFA Executive Committee will make a decision based on available evidence;
 - 11.8.5 Both parties will be informed of the decision;
 - 11.8.6 If the matter is handed over to Police, the Committee may see fit to suspend membership pending the outcomes of such Police investigation;
 - 11.8.7 If the Police investigation of an accused member is found to be guilty of an unlawful act, their membership to the Association will be terminated.
- 11.9 This policy does not include complaints from Federation member associations in relation to their dealings with the Federation or each other. The procedures to address these disputes are outlined in the BTFA Constitution as per Section 10.

12. CALLING FOR COMMITTEE NOMINATIONS PRIOR TO AGM

- 12.1 Notice requesting nominations from Registered Therapists (Practitioner and Therapist level) for vacancies on the Committee will be advertised to BTFA members at least 60 days prior to the date of the AGM.
- 12.2 Advice of such nominations to be sent to all BTFA members (including Affiliated Associations) with the notice of the AGM business as per Section 29 of the BTFA Constitution.
- 12.3 The form of notification will be as prescribed by the Committee from time to time and may include:

- 12.3.1 Publication in the Bowen News Australia – BTFA Publication
- 12.3.2 Inclusion in the members’ area of the BTFA website
- 12.3.3 Distribution by email or post
- 12.4 The nominations shall be made in writing and sent to the Secretary as per Section 16 of the BTFA Constitution.

13. CONTRACTING SCHOOLS AND COLLEGES TO TEACH THE BTFA CERT IV, DIP AND ADVANCED DIP OF BOWEN THERAPY

- 13.1 A ‘Council of Schools’ (COS) member school that would like to teach the Bowen Therapy courses registered by the BTFA namely the Diploma and Advanced Diploma in conjunction with an RTO other than a COS member school, should advise the BTFA Secretary of their intention and put a written proposal to the BTFA committee.
- 13.2 The BTFA requires a detailed written proposal from the COS member/College with the appropriate information regarding the RTO involved, including:
 - 13.2.1 the RTO registration details including the names and contact details of the principal members or directors of the business;
 - 13.2.2 State of registration;
 - 13.2.3 Expiry date of the RTO registration;
 - 13.2.4 a list of the current Training Packages and Nationally Recognised courses the RTO delivers;
 - 13.2.5 a copy of the ‘Learning and Assessment Strategies’ that are to be used by the RTO for the Bowen Therapy courses they are to deliver under the BTFA license agreement is required as part of the proposal and in accordance with the requirements of the Australian Quality Training Framework (AQTF);
 - 13.2.6 information on how compliance with the BTFA Regulations would be met in relation to using Therapist members only of the affiliated state Bowen Therapists Association as Instructors, who also have a Certificate IV in Work Place Assessment and Training, to teach and assess these courses;
 - 13.2.7 a copy of the signed contract between the RTO and the COS member / College for the delivery of the COS members Bowen Therapy material;
 - 13.2.8 Upon acceptance of this information the BTFA will issue a Licensing Agreement for a three (3) month period to the RTO concerned so that they can apply for a change in their Range of Scope;
 - 13.2.9 Once this process is successfully completed the RTO can commence delivery of the BTFA Registered Courses upon signing a Licensing Agreement for a period between twelve (12) months and up to three (3) years. (This may depend on when the BTFA re-certification is due). To be reviewed 2 months prior to renewal by the BTFA committee
- 13.3 All Schools and Colleges who are BTFA COS members will be subject to the following:
 - 13.3.1 **Licensing Fees**
\$500 per annum

13.3.2 Payment of Licensing Fees

Licence Fees are payable to the BTFA plus GST where applicable and paid by the 1st of July each year, fees being forwarded to the BTFA treasurer with supporting documentation.

CONFIRMATION OF UNDERSTANDING AND AGREEMENT

I have read and understood the above document and sign hereunder on behalf of

..... (Affiliated Association/Members Name)

..... (Print President's/Members full name)

..... (Signature) (Date)