
OPERATIONAL GUIDELINES OF THE MSAND TEDDY BEAR HOSPITAL

NAME OF GROUP

The name of this group is the: *MSAND Teddy Bear Hospital* or MSAND TBH.

MISSION & GOALS

The MSAND Teddy Bear Hospital was established with the goal of maximizing students' exposure and extracurricular education in the field of paediatrics and health promotion activities relating to paediatrics.

The purpose of this group, a Medical Students' Association Notre Dame (MSAND) Special Interest Group, shall be to:

- i. Reduce childhood anxiety associated with medical environments, procedures and healthcare workers along with promoting healthy behaviors.
- ii. Further students' interest in paediatrics through:
 - a. rural and metropolitan primary school visits
 - b. a training workshop that will develop skills for effectively interacting and communicating with children.
- iii. Facilitate means for interaction between medical students and preprimary students.
- iv. Provide an opportunity for medical students to participate in service learning.
- v. Liaise and cooperate with other organisations sharing the mission of this group.

MEMBERSHIP

Membership is restricted to students enrolled in Bachelor of Medicine/Bachelor of Surgery at the University of Notre Dame (Fremantle) that are members of MSAND. All students are required to fulfill the following criteria before participation in school visits:

- i. Attend a training session
- ii. Sign a Code of Conduct
- iii. Provide evidence of a current Working with Children Check

Please note: Students will be advised to attend visits only when they are not committed to class at the School of Medicine, but this is the sole responsibility of the student.

GOVERNANCE

The MSAND Teddy Bear Hospital consists of:

- i. Co-Chairs
- ii. Visit coordinators
- iii. Immediate Past Co-Chair(s)

The term of the committee shall be one year.

The Co-Chairs of MSAND Teddy Bear Hospital shall:

- i. be known as the “Co-Chair of MSAND Teddy Bear Hospital”.
- ii. be responsible for liaising with the Secretary of MSAND
- iii. be responsible for liaising with MSAND portfolio holders that the group is holding events in conjunction with.
- iv. oversee the committee and be responsible for the actions of the officers and any other offices/committees created under his/her jurisdiction.
- v. act as chief liaison to other groups and organisations.
- vi. participate in any MSAND Teddy Bear Hospital activity where help is needed.
- vii. be responsible for arranging the training workshop in association with the Past-Chairs and find appropriate speakers for the event.
- viii. be responsible for organising no less than three visits in a semester.
- ix. obtain and keep parental consent forms for each school visit.
- x. ensure membership obligations have been documented and fulfilled prior to student attendance of school visits.
- xi. be responsible for sending e-mail notifications about the group’s activities.
- xii. be responsible for maintaining a membership list of active members.

The Co-Chairs shall act in an advisory role following their term.

The role of the Immediate Past Co-Chair(s) shall be to:

- i. act as an advisor to the MSAND Teddy Bear Hospital committee.
- ii. act as a mentor to the new MSAND Teddy Bear Hospital Co-Chairs.
- iii. maintain continuity between the outgoing and incoming committees.

The role of the Visit Coordinators shall be to:

- i. liaise with students regarding promotion of events.
- ii. promote the activities of MSAND Teddy Bear Hospital.
- iii. assist in MSAND Teddy Bear Hospital school visits.

The role of the MSAND Secretary shall be to:

- i. liaise with MSAND committee in lieu of the MSAND Teddy Bear Hospital Co-chairs
- ii. provide guidance to the MSAND Teddy Bear Hospital Committee.

If a Co-Chair is removed from or is unable to carry on responsibilities of the office, a member of the Teddy Bear Hospital committee will assume responsibilities of the Co-Chair.

SELECTION OF OFFICERS

MSAND Teddy Bear Hospital Co-Chairs are selected on the basis of:

- i. a written application to a selection panel consisting of the MSAND executive and the previous MSAND Teddy Bear Hospital Co-Chair(s).

Visit Coordinators will be selected by:

- i. a written application to the MSAND Teddy Bear Hospital Co-Chairs
- ii. and then approved by the MSAND Executive.

MEETINGS

- i. The committee will meet at the discretion of the Co-Chairs
- ii. Or upon the recommendation of the MSAND Secretary
- iii. MSAND Secretary is not required to attend meetings
- iv. MSAND Secretary must be provided with minutes of the meetings

LENGTH OF CONTRACT

The MSAND Teddy Bear Hospital agrees to the terms of this Memorandum of Understanding with the Medical Students' Association of Notre Dame from the date of approval 07.10.2011 until the date of the 2012 MSAND Annual General Meeting.