



Canadian Association for Music Therapy/  
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## ALLEGED VIOLATION OF THE CAMT CODE OF ETHICS

### Enforcement of the CAMT Code of Ethics

The CAMT Ethics Committee is charged by the Bylaws of the Canadian Association for Music Therapy (CAMT) with the responsibility to interpret, administer, and enforce the Code of Ethics of the Association. A fundamental precept that guides the Ethics Committee in the discharge of its responsibility is that an effective Code of Ethics requires an orderly and fair administration and enforcement of its terms and requires full compliance by all members of the Association and all members who hold the designation of Music Therapist Accredited (MTA). The Ethics Committee recognizes that each case must be judged on an individual basis, and that no two cases are likely to be identical. Thus, the Ethics Committee has the responsibility to exercise its judgment on the merits of each case and on its interpretation of the Code. CAMT's *Code of Ethics, Standards of Practice, Guidelines for Filing an Ethics Complaint*, and other ethics-related information are available at [www.musictherapy.ca](http://www.musictherapy.ca).

### Filing a Complaint

Complaints must be submitted in writing using the Complaint of Alleged Violation of the CAMT Code of Ethics form below. The completed complaint form must include a written attachment that includes the information and facts on which the complaint is based and any additional documentation and other evidence that corroborates and supports the allegations. The complaint must be in writing and mailed to the address provided on the complaint form. The Ethics Committee does not accept anonymous complaints or complaints filed via e-mail or facsimile. A copy of the complaint, including all attachments, will be provided to the individual(s) against whom the complaint is filed (Subject), as well as to members of the Ethics Committee. The Ethics Committee relies on the information provided by the Complainant and Subject in its consideration of complaints, so it is imperative that you include all the facts and evidence you have to support your allegations and wish the Ethics Committee to consider in its deliberations.

### What NOT to Include in the Complaint:

If documents containing confidential information, such as client/patient/employment records, must be submitted to substantiate your complaint, be sure to remove any identifying information (names, birthdates, records numbers, etc.). If you need to refer to a specific client you may assign letter or number codes in place of the removed identifying information (for example, Client A, Patient B).

In order to facilitate our copying of complaint materials to be provided to the Subject and members of the Ethics Committee, please do not use staples or coloured fonts or shading. If you wish to highlight specific content, we suggest you underline, circle, or box the facts or evidence you wish to draw to the Ethics Committee's attention.

### Complaint Follow-Up

The CAMT Ethics Chair sends the Complainant an acknowledgement that the complaint has been received. The Ethics Committee meets three times a year, so depending on the complaint submission date, the Ethics Committee's meeting schedule, and whether the Subject takes advantage of the appeals process available to him/her, four to twelve months may pass before

the Ethics Committee reaches its final decision. No information about the matter will be provided to Complainants before the Ethics Committee renders its final decision. If you have questions about the complaint filing process, please contact the CAMT Ethics Chair:

General questions about the process may be e-mailed to [ethics@musictherapy.ca](mailto:ethics@musictherapy.ca).

Attachment:

Complaint of Alleged Violation of CAMT Code of Ethics Form (6/2008)

*April 9, 2012*

## COMPLAINT OF ALLEGED VIOLATION OF THE CAMT CODE OF ETHICS

A copy of this complaint form and any attachments will be provided to the individual(s) against whom the complaint is filed. The complaint must be in writing and mailed to the address provided below. The CAMT Ethics Committee does not accept anonymous complaints or complaints filed via e-mail or facsimile. CAMT's *Code of Ethics, Standards of Practice, Guidelines for Filing an Ethics Complaint*, and other ethics-related information are available at [www.musictherapy.ca](http://www.musictherapy.ca).

**DATE:** \_\_\_\_\_

<b>COMPLAINANT</b> (Individual filing the complaint)	<b>SUBJECT</b> (Individual against whom the complaint is directed)
<b>Name:</b>	<b>Name:</b>
<b>Adresse :</b>	<b>Address (if known):</b>
<b>Telephone:</b>	<b>Telephone (if known):</b>
<b>Fax:</b>	<b>Fax (if known):</b>
<b>Email:</b>	<b>Email (if known):</b>

### What to Include in the Complaint:

Facts and evidence to be provided in your complaint may include, but is not limited to, the following:

- Date(s) of incident(s)
- Your relationship to the Subject (for example, employer, employee, colleague, clinical fellowship supervisor, client/patient or caregiver)
- Location/occasion of incident
- How and when you observed/discovered the alleged violation
- The Subject's actions, practices, and/or behaviour you think were violations of the Code of Ethics
- Descriptions and copies of any communications with others regarding this incident
- Descriptions and dates of actions taken, if any, to try to rectify the situation prior to submitting this complaint
- Descriptions and dates of any communications with Subject regarding your concerns and any responses received
- Signed and dated witness statements
- If the facts and circumstances in your complaint are also the subject of any complaints to other regulatory entities (e.g. licensure Ethics Committee), or a legal cause of action, please provide information about these matters.

Although not required, the Ethics Committee appreciates Complainant's citing each provision of the CAMT Code of Ethics (date) that he/she believes has been violated, followed by a nexus to the facts and evidence provided to support each allegation. The Code of Ethics is available on CAMT's Web site at <http://www.musictherapy.ca>.

**COMPLAINT DOCUMENTATION:** Summarize in a written attachment the facts on which this complaint is based and enclose copies of all materials and other evidence that corroborate and support the allegations. (See the "Filing a Complaint" section of the "Instructions for Filing a Complaint" above for detailed information on what to include—and what not to include—in your complaint.

**REPORTS TO OTHER ENTITIES:** If you have filed a complaint about this same matter to another agency (for example, a state licensure or other regulatory Ethics Committee; an organization; an academic institution; any federal, state, or local official or agency), add an attachment showing to whom it was submitted, the approximate date(s), and whether/how the matter was resolved.

**COMPLAINANT'S SIGNATURE:**

I affirm that the statements/information within this complaint are correct and truthful to the best of my knowledge.

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Signature of Complainant

Date

**Note to Complainants who are MTA Members and/or Members of CAMT:** It is the duty of all CAMT members and MTA's to come forward with evidence of perceived violations of the Code of Ethics. However, each CAMT member/MTA should be mindful of his or her professional obligations regarding confidentiality and possible sanctions for abuse of the complaint procedures. Your signature above signifies that the complaint is brought to the Ethics Committee of Ethics in good faith and not for the purpose of resolving private business, legal, or other disputes for which more appropriate forums exist.

Send completed and signed complaint form and accompanying documentation in an envelope marked **CONFIDENTIAL**, to:

**Bernadette Kutarna**  
**Co-Chair, CAMT Ethics**  
**279 Williston Drive**  
**Regina, Saskatchewan**  
**S4X 2C5**

If you have questions about filing a complaint or the policies and procedures of the Ethics Committee of Ethics, please contact:

**CAMT Office Use Only:**

Subject's Membership/Certification Status Verified? \_\_\_ yes \_\_\_ no

Subject's MTA ID # \_\_\_\_\_