

Appendix 4

The director of the occupational
therapy programme or
professional programme lead

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The director of the occupational therapy programme or professional programme lead (henceforth referred to in this document as 'director') is the person directly responsible for developing the occupational therapy curriculum, co-ordinating the planning and administration of the programme, and supervising overall professional staff performance.

1 Qualifications

- 1.1 Education: The director/professional programme lead is a graduate of an occupational therapy school or programme of training, which is recognised by the World Federation of Occupational Therapists and complies with its minimum standards. She/he will normally have a relevant qualification that is higher than the qualification that graduates of the programme will be awarded.
- 1.2 Experience: The director must have wide-ranging professional experience in areas related to professional practice, administration and teaching, demonstrate current or at least recent experience in higher education environment, and the ability to manage the occupational therapy education process.

The director must be a member of the profession who is actively engaged in activities of the professional body *and* be on the current register of the Health Professions Council.

2 Qualities

- 2.1 The director must be a visionary leader and be able to inspire staff and students.
- 2.2 The director must be able to deliver contemporary, creative and innovative occupational therapy and other related educational programmes at undergraduate and postgraduate levels.

3 Duties

- 3.1 The director shall normally be a senior member of the faculty. She/he will have responsibility for the development of the occupational therapy programme and must have the authority to maintain educational standards.
- 3.2 The director shall have the responsibility for:
 - Keeping herself/himself and her/his staff informed of current professional advancements and quality of care.
 - Recognising the changing needs of the profession and making appropriate changes in the occupational therapy curriculum to meet the needs of total client care.

- Ensuring the availability of qualified staff, physical resources and facilities that conform to the minimum standards of the professional body for meeting the needs of students towards professional qualification.
- 3.3 The director shall have administrative responsibilities for the occupational therapy education programme that may include hiring and deployment of staff, appointment of external assessors, delegation of administrative duties attached to the organisation of lectures, practice education and placements, assessments, etc.

4 Appointment

The appointment of the director should normally be on a full-time basis.

