Terms of Reference
Practice Publications Group

Responsible to: COT Council (via the Professional Practice Business Report)

1. ROLES

1.1. Strategic: To provide a quality assurance role in reviewing proposals and drafts produced by the College of Occupational Therapists’ Specialist Sections, Regional and other groups who wish to publish practice documents in collaboration with the College.

1.2 Governance: To ensure that all practice publications maintain a style and quality that supports the professional and public standing of the College of Occupational Therapists.

2. RESPONSIBILITIES

2.1 To consider endorsement requests and review practice publication proposals, incorporating planned new work by COT Specialist Sections, new work in response to professional or national developments, and the review of published documents.

2.2 To support the development of agreed new work, through the provision of information, advice, templates and critical appraisal.

2.3 To ensure that proposals and draft manuscripts are assessed against the College’s agreed evaluation criteria and, where applicable, NICE Accreditation criteria.

2.4 To ensure that all publications are appropriate to the readership, whether UK-wide, or country specific.

2.5 To support a consistent, reliable and timely publication process within the College.

2.6 To encourage and support collaborative multiprofessional development of publications that are relevant to allied health professions.

2.7 To ensure that information about the group and meeting dates are available on the College website, together with associated materials and briefings, to support members in the development of publications.

2.8 To involve and inform BAOT members, COT Council, COT Boards and Committee members, and external interest groups, in the development of publications, as appropriate.

2.9 To report work progress and outcomes to the COT Council via the Professional Practice Business Report and the Quality Programme Manager.

2.10 To be aware of sales and cost implications in the production of publications.
3. **MEMBERSHIP**

3.1 The membership will comprise:

3.1.1 **COT Officers (3):**
- Quality Programme Manager (Professional Practice Group)
- Research and Development Manager (Research and Development Group)
- Publications Officer (Marketing Group)

3.1.2 **Occupational Therapy Practitioners/Managers (5):**
Five representatives from a range of clinical/care backgrounds, with an interest in, and experience of, the production of professional documentation and evidence based practice.

3.1.3 The Chairman and Quality Programme Manager will ensure that the Specialist Section Clinical Forum and relevant Regional Group Forums are informed of, and involved in, any publication issues of general interest and act as a communication link as required.

3.1.4 **Co-opted Members:**
A service-user representative, with relevant knowledge and/or experience, may be co-opted to the group for the time taken to develop a particular publication.

3.1.5 **Experts (usually 1 or 2),** with relevant knowledge and/or experience, may be co-opted to the group for the time taken to develop a particular publication.

4. **RULES**

4.1 A membership term will be three years. Vacancies will be advertised nationally.

4.2 The post of Chairman will be held by a BAOT member, elected from the group. The Chairman may delegate some tasks and authority to the appropriate College Officers in order to progress the work of the group.

4.3 The Chairman may be invited to attend COT Board meetings when the agenda deems it necessary.

4.4 The Chairman will be supported by a Vice Chairman, also a BAOT Member, elected from the group.

4.5 The posts of Chairman and Vice Chairman will not exceed their term of office. The out-going Vice Chairman will normally become the subsequent Chairman.

4.6 A quorum shall be four members, one of whom must be the Chair or Vice-Chair.

4.7 The group members who are occupational therapists must be members of BAOT.

4.8 Any member who fails to attend two consecutive meetings in any one Council year without providing a good reason, which is accepted by the group, may be deemed to have resigned. The Chairman reserves the right to request further explanation or resignation where absence affects the business of the group.

4.9 When any member completes a term of office, one year should normally lapse before the member is eligible to apply and be considered for a further term of office.
5. **MEETINGS**

5.1 There will ordinarily be three meetings per year.

5.2 Group members will be required to undertake review of document submissions outside of the meetings.

6. **ADMINISTRATION AND SUPPORT**

6.1 The administration of the group will be carried out by a member of COT headquarters staff.

7. **REVIEW DATE**

7.1 Terms of reference to be reviewed three yearly.

**Conflicts of Interest**
Group members should declare any conflicts of interest at the beginning of a Practice Publications Group meeting or before the discussion of the item itself. These declarations and the actions that follow will be recorded in the minutes.