

**SPECIALIST SECTION CLINICAL FORUM**  
Terms of Reference

1.	<p><u>Formation</u></p> <p>The Specialist Sections Clinical Forum is formally constituted on behalf of the Specialist Sections, and accountable to the Professional Practice Board.</p>
2.	<p><u>Title</u></p> <p>The title of the committee is the Specialist Sections Clinical Forum (SSCF).</p>
3.	<p><u>Terms of Reference</u></p> <ul style="list-style-type: none"> <li>(a) To provide a forum to network between all Specialist Sections to share practice, expertise and promote evidence based practice, and review (evaluate) new methods of rehab/treatment being used in occupational therapy.</li> <li>(b) To develop a research culture and support the COT Research Strategy.</li> <li>(c) To provide a pro-active approach to changes in professional practice and alert the COT about these matters if change in professional practice is required.</li> <li>(d) To function as a resource and highlight emerging areas of practice and activity, identifying areas of concern to Professional Practice Board.</li> <li>(e) To promote the development of specialist knowledge and skills, to promote excellence in practice and to disseminate information on practice to the wider OT population, in partnership with COT.</li> <li>(f) To participate and inform the College on new key legislation and highlight key implications for practice.</li> <li>(g) To inform or assist in informing COT in market testing new publications as required, evaluating and providing a sounding board for Education &amp; Practice Publications Group (EPPG) when publications need rewriting.</li> <li>(h) To be involved in the scoring and monitoring of SS Projects.</li> </ul>
4.	<p><u>Membership</u></p> <ul style="list-style-type: none"> <li>(a) The Specialist Sections Clinical Forum is made up of one elected representative from each Specialist Section. The elected representative should be a full member of the executive committee of the specialist section, or alternatively a co-opted member, whilst representing the Specialist Section on the Specialist Sections Clinical Forum.</li> <li>(b) Each Specialist Section can propose an alternate for the Specialist Sections Clinical Forum who will act on the instruction of the other representative.</li> <li>(c) The representative and alternate must be a member of a Specialist Section and of the College of Occupational Therapists.</li> <li>(d) The committee is supported by key COT Officers involved in this Forum – Specialist Sections Officer, Administrator, Practice Development Manager, and Quality Programme Officer.</li> <li>(e) The Chair and Vice-Chair will be elected from the Specialist Sections. The Clinical Forum term of office is 2 years. If the Chair retires the Vice-Chair will assume the position of Chair until the end of the COT financial year when a new Chair will be elected.</li> <li>(f) Additional members from a Specialist Section can attend meetings, after confirmation with the Specialist Sections Officer, and at the Specialist Sections expense.</li> </ul>

5.	<p><u>General Meetings</u></p> <p>(a) The committee will meet no more than 4 times a year.</p> <p>(b) All members of the Specialist Sections Clinical Forum have a responsibility to contribute to the forum and allow equity of ideas.</p> <p>(c) The meeting will be chaired by an elected Chairman, and in their absence the Vice-Chair.</p> <p>(d) The forum must acknowledge that the Chair is also a member representing a Specialist Section.</p> <p>(e) The Chair, in discussion with the Specialist Sections Officer, may call an Extraordinary Meeting.</p>
6.	<p><u>Quorum</u></p> <p>Six Committee members constitute a quorum.</p>
8.	<p><u>Terms of Reference</u></p> <p>The Terms of Reference will be reviewed every two years.</p>

Date: 24<sup>th</sup> January 2006  
To be reviewed January 2008