



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 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 (NICE 2014).
- 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 COT members, Council, Boards and Committees, 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 The Chair and Quality Programme Manager will ensure that the UK COT Specialist Section Forum and relevant Groups are informed of, and involved in, any publication issues of general interest and act as a communication link as required.

3. MEMBERSHIP

3.1 The membership will comprise:

3.1.1 **COT Officers (3):**

Quality Programme Manager (Professional Practice)
Research and Development Manager (Education and Research)
Publications Officer (Communications and Marketing)

3.1.2 **Occupational Therapy Practitioners/Managers (5):**

Five representatives from a range of health and social care backgrounds, with an interest in, and experience of, the production of professional documentation and evidence based practice.

3.1.3 **Lay representatives (2):**

Two lay representatives with an interest in occupational therapy and improving health and social care, with a specific role of reviewing public-facing information.

3.1.4 **Co-opted Members:**

One occupational therapist working in an educational/academic setting with an interest and experience in the production of professional documentation and evidence-based practice.

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

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

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

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

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 COT.

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 Chair 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 The PPG meets three times a year at the College of Occupational Therapists in London. The meetings are held in two sessions. The first session looks at public-facing documents; the second session concentrates on membership materials.
- 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. Declaration forms should be completed and signed annually by all members of the group. The College's Policy on Conflicts of Interest is available at: <https://www.cot.co.uk/policies>

Reference:

National Institute for Health and Care Excellence (2014) *Process manual for accrediting producers of guidance and recommendations for practice: a guide for producers and stakeholder*. London: NICE. Available at: <http://www.nice.org.uk/Media/Default/About/accreditation/nice-accreditation-process-manual.pdf>