**The College of Occupational Therapists is seeking two lay representatives to join its Practice Publications Group**

The College of Occupational Therapists is a registered charity which acts on behalf of all members of the British Association of Occupational Therapists. The College sets the professional and educational standards for the occupational therapy profession and represents the profession at national and international levels.

**What does the Practice Publications Group (PPG) do?**

This group provides a quality assurance role in reviewing proposals and draft documents published by the College. This includes the development of information used by occupational therapists to inform their practice. Further details of the remit of PPG can be found in the Terms of Reference.

**Membership of PPG**

Membership includes six occupational therapists and two volunteer lay representatives. The group is supported by three officers from the College of Occupational Therapists. The PPG term of office is three years.

**What is the lay representative’s role on PPG?**

Lay representatives of this group will play a key role in ensuring that the service user and/or public perspective informs the development of public-facing information (i.e. documents available to members of the public).

**PPG meetings**

The PPG meets three times a year at the College of Occupational Therapists in London.

Meetings usually start at 10:30 and refreshments are provided. Depending on the agenda, lay representatives will be required to attend the meeting for a period of between 60 and 90 minutes. Some work may also need to be carried out via email between meetings.

The College is unable to offer payment to volunteer lay representatives but will cover reasonable expenses incurred to attend PPG meetings. This may include:

1. Travel and subsistence costs.
2. Childcare costs.
3. Carer costs.

The next meeting date is 23 September, the other meetings during the year tend to take place in February and June.

**How are lay representatives selected?**

All self-nomination forms will be considered by the College of Occupational Therapists and the current Chair of the Practice Publications Group (PPG). A shortlist will be drawn up based on the experience and skills the candidate can offer and how well they match the person specification. Interviews will be arranged with those shortlisted. All candidates will be informed of the outcome.

Successful volunteers will receive a briefing session and the opportunity to observe a meeting prior to formally joining the group. Any practical support that may be required to enable participation at meetings should be included on the self-nomination form.

**What does the College look for in a volunteer lay representative?**

We would like to hear from you if you have:

* An interest in occupational therapy (for example being aware of someone’s experience of receiving occupational therapy) or can represent a relevant service user or carer organisation.
* Time to commit to the work of the group e.g. attending meetings, reviewing and commenting on draft documents etc. Please note some PPG activities will need to be carried out via email between meetings.
* Good communication and team working skills.
* An interest in the improvement of health and social care.

The responsibilities of the role and the skills, knowledge and experience the College is looking for are also detailed in the volunteer lay representative specification below.

**What if I have some questions?**

You can contact Julia Roberts at: julia.roberts@cot.co.uk or telephone 0207 7450 2334.

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| **What do I do next?**If you would like to nominate yourself, please complete a copy of the following:1. Self-nomination form
2. Equality monitoring form
3. Conflict of interest form

Please send the completed forms to Clare Leggett, Practice Team Administration Manager By email: clare.leggett@cot.co.uk Forms need to be received by: 19 August 2016 |

**Further information:**

1. *Getting involved in guideline development* leaflet
2. PPG Terms of Reference
3. Practice Guidelines Development Manual

(the above three documents can all be accessed at this link <https://www.cot.co.uk/practice-guidelines/practice-guidelines-development-process>)

1. Conflict of Interest Policy (<https://www.cot.co.uk/policies>)

**Practice Publications Group**

**Volunteer lay representative role description**

Responsibilities include:

* Attending the PPG meetings three times a year.
* Reviewing public-facing documents submitted to the PPG using agreed evaluation criteria and processes.
* Commitment to review relevant documents as necessary between meetings.
* Providing a lay/service user/carer perspective to meetings and the review of documents.
* Declaring any conflict of interest which may influence their contribution in line with the College’s policy.
* Respecting confidentiality with respect to all discussions and decisions made both during and outside of meetings.
* Adherence to the PPG Terms of Reference.

**Person specification**

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|  | **Essential** | **Desirable** |
| **Experience and knowledge** | * Have an interest in /awareness of occupational therapy or can represent a relevant service user or carer organisation.
* An interest and/or knowledge of producing documents to support best practice.
* An interest in the improvement of health and social care.
* Previous experience of formal committee activities.
 | * Current or previous experience of using occupational therapy services.
* An understanding of the diversity of service user perspectives and issues relating to equality.
* Experience in contributing to the development of health and social care publications, e.g. clinical guidelines.
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| **Skills** | * Have good communication and team working skills.
* Ability and access to the Internet and email.
* Ability to maintain and respect confidentiality.
* Ability to read professional documents written in English.
 | * Writing/editorial skills.
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