

ORGANIZATIONAL POLICY

POLICY NO: B.3.150

SECTION: Board/Organizational

B.3.150 SCHOOL-BASED OCCUPATIONAL THERAPISTS TEAM – TERMS OF REFERENCE

PURPOSE:

The School-Based OT Team assists the Board of Directors to monitor, identify and address issues affecting occupational therapy practice in the school system across Ontario to ensure that an occupational therapy voice is able to effectively influence relevant policy development, to facilitate proactive promotion of the profession within this practice sector and to ensure that the needs of occupational therapists working in this sector are met to enable OTs to deliver quality services to meet the needs of Ontarians.

The School-Based OT Team provides support to OSOT's representative to the Alliance of Professional Associations of Community Therapy Services (APACTS) on issues related to the delivery of school health support services in order to assist the rep to meet OSOT's commitment to the mandate of APACTS which is to bring representation of the OSOT membership to the table.

FUNCTIONS:

1. To identify key issues and opportunities affecting OT practice in Ontario's school health system.
2. To make recommendations to the Board of Directors for strategies or initiatives to address emerging issues or opportunities relating to OT practice in Ontario's school system and to assist the Society to implement approved initiatives. (These may include initiatives related to advocacy, professional promotion, resource development, etc.)
3. To assist the Board to respond to policy and legislative reform developments affecting school health services in the province with a focus on impact to consumers and the delivery of and access to occupational therapy services.
4. To identify professional development and practice support needs of therapists whose practice is focused in the school system and to assist the Society to develop strategies to address these needs and promote practice excellence.
5. To facilitate professional networking and sharing of best practice related to OT practice in Ontario's school system.
6. In collaboration with the Executive Director, to establish and maintain relationships with key stakeholders in the school health sector.
7. To provide input and feedback to issues identified or discussed at the APACTS table relating to the delivery of school-based OT services in order to ensure that Alliance activities are framed with comprehensive input from the profession of occupational therapy. To support OSOT's



representative to AFACTS.

REPORTING STRUCTURE:

The School-Based OT Team reports to the Board of Directors through the Executive Director. A communications strategy will be mutually determined to facilitate communication between the Executive Director and Team on a regular basis.

Team updates, identifying achievements, progress on initiatives, and/or barriers to goal achievement will be forwarded upon request (6 times per year) to support a consolidated Teams Update Report to the Board of Directors' meetings.

Records of Team meetings will be maintained by the Chair and copies of Team Minutes will be forwarded to the OSOT Office.

The School-Based OT Team will establish a formal communication strategy with the OSOT representative to AFACTS to facilitate 2 – way information flow and input to AFACTS issues relating to OT in the school system.

Records of Team meetings will be maintained by the Chair and copies of Team Minutes will be forwarded to the OSOT Office Executive Assistant and Executive Director.

MEMBERSHIP:

The School Based OT Team will be comprised of occupational therapists with varied backgrounds and experience in the School Based OT sector, representing diverse geography, length of practice, expertise and skills sets.

OSOT recommends an ideal Team size between 6 – 10 members. Membership will be confirmed in June of each year for the following membership year and will be communicated to the OSOT Office by the Team Chair, identifying any volunteer needs.

Any member interested in joining the Team is invited to submit an Expression of Interest to the OSOT Office. Applications will be forwarded to the Team for review. The Chair will advise the Executive Director of the Team's decisions regarding applicants and provide a final list of members no later than September 30th. New Team members will be provided with orientation resources from the OSOT Office.

A Chairperson or Co-Chairpersons who are members of OSOT will be selected by the Team and approved by the Board of Directors for a one year, renewable term. In the event that there are more interested candidates, a vote of Team members will ensue with majority determination identifying the name to be forwarded to the Board.

Team participation will be guided by the OSOT Code of Conduct and the OSOT Team Member Practices document.



MEETINGS:

Meetings may be scheduled at the call of the Chair at a frequency necessary to accomplish the objectives of the Team.

To facilitate involvement of members from across the province, communications and consultation via telephone, email and website chats will be built into the communications strategy of the Team as required.

To facilitate attendance, the meeting schedule will be pre-circulated for the year by October 30th. Team members are expected to attend all meetings. It is, however, recognized that attendance at some meetings may be realistically precluded due to conflicts or unforeseen circumstances. It is expected that regrets will be clearly communicated to the Chair at such times. A member who is absent for three (3) in a 12 month period will be contacted by the Chair to discuss attendance and, further to consultation with the Team, may be asked to resign.

For the purposes of decision-making attendance of a quorum is important. Quorum shall be 50% of the voting membership.

DECISION-MAKING:

Whenever possible Team decisions will be made by consensus. The role of the Chair /Co-chair is to effectively facilitate discussion to arrive at consensus. When consensus cannot be reached, decisions will be made via majority vote provided there is a quorum (attendance of at least 50% of the voting membership). All voting will occur during meetings so as to ensure that members are fully informed through materials and discussion. A tie will require further Team deliberation.

BUDGET:

OSOT Teams shall be approved a basic operating budget (telephone, printing, photocopy, etc) as per the Budget Planning Process for operational costs to ensure that members do not incur costs for operations of OSOT Teams. Travel expenses for Team members are limited to parking expenses.

In addition, the Team will receive an annual Project Budget in an amount approved by the Board of Directors. This Project Budget is intended to support small projects, allow for engagement in preliminary work to develop a larger project proposal, etc. Access to funds will be detailed in Team Chair orientation and Team procedures.

Access to funds in excess of the basic Operating and Project budgets must be applied for through application to the Board. A Special Project Funding Application may be forwarded at any time during the fiscal year to support strategic projects.

OBJECTIVES:

OSOT Teams will establish annual objectives to be approved by the Board of Directors to provide guidance for Team members. Annual objectives will be requested of Teams for June of each year so that budgets and objectives may be finalized for October 1st annually

POLICY APPROVAL:

November 25, 2017



POLICY REVIEW: June 22, 2019

RELATED REFERENCES: [Special Projects Funding Policy](#)
[OSOT Code of Conduct Policy](#)
[Team Member Practices.pdf](#)