

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 APACTS.

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.

The School-Based OT Team will establish a formal communication strategy with the OSOT representative to APACTS to facilitate 2 – way information flow and input to APACTS 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 Operations Manager and Executive Director.

MEMBERSHIP

The School-Based OT Team will be comprised of occupational therapists with varied backgrounds and experience related to OT practice in primary health care. Ideally, representation of diverse geographic distribution will be achieved. A Chairperson who is a member of OSOT will be appointed by the Board of Directors for a one year, renewal term.

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 web-based media will be built into the communications strategy of the Team as required.

BUDGET:

A basic operating budget (telephone, printing, photocopy, etc) will be approved by the Board of Directors annually to ensure that members do not incur costs for operations of OSOT Teams. Travel expenses for Team members are limited to parking expenses. Access to funds in excess of the basic operating budget must be applied for through application to the Board. Projects and initiatives that require budget commitments will be approved by the Board of Directors and a project budget will be established through the Special Projects approval process.

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 for submission in September annually.

POLICY APPROVAL: January 28, 2012

POLICY REVIEW: September 9, 2014

RELATED REFERENCES: OSOT By-laws, September 2008, Article Eight, Section 8.01 - 8.04
Special Projects Funding Policy

FORMS THAT APPLY: