



## Terms of Reference RCOT Publications Group

**Accountable to: RCOT Council (via the Professional Practice Business Report)**

### 1. ROLES

- 1.1. **Strategic:** To provide a quality assurance role in reviewing proposals and draft resources produced by the Royal College of Occupational Therapists (RCOT), its Branches and other groups that wish to publish practice documents in collaboration with RCOT.
- 1.2. **Governance:** To ensure that all practice publications maintain a style and quality that support the professional and public standing of RCOT.

### 2. RESPONSIBILITIES

- 2.1 To review drafts of new RCOT resources incorporating planned new work by RCOT Specialist Sections, new work in response to professional or national developments, and the update of existing RCOT resources.
- 2.2 To ensure that RCOT publications and resources promote inclusive and anti-discriminatory practice and that they are appropriate to the readership, whether UK-wide or country-specific.
- 2.3 To support the development of agreed resources, through the provision of information, advice, templates and critical appraisal.
- 2.4 To evaluate and assess RCOT practice guidelines against the relevant quality criteria to ensure compliance with the Royal College's NICE-accredited practice guideline development process.
- 2.5 To support a consistent, reliable and timely publication process within RCOT.
- 2.6 To provide review of externally produced resources in order to support RCOT's decision-making regarding the endorsement and co-badging of appropriate resources.

### 3. MEMBERSHIP

- 3.1 The RCOT Publication Group membership will comprise:
  - 3.1.1 **Occupational Therapy Practitioners/Managers (8):**  
Eight 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.
  - 3.1.2 **Public contributors (2):**  
Two public participants with an interest in occupational therapy and improving health and social care.



**3.1.3 Co-opted Member (1):**

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

**3.1.4 RCOT officers (3)**

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

**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/resource.

3.2 Vacancies will be advertised nationally. The RPG Administrator and RCOT Quality Programme Manager will support the group with the recruitment and selection process.

## **4. RULES**

4.1 All occupational therapists on the group must be members of the Royal College of Occupational Therapists.

4.2 The post of Chair will be held by an RCOT member, elected from the group. The Chair may delegate some tasks and authority to the appropriate RCOT Officers in order to progress the work of the group.

4.3 The Chair will be supported by a Vice-Chair, also an RCOT member, elected from the group.

4.4 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.

4.5 The RCOT Publications Group meets twice a year with some review of documents expected to be undertaken by group members between meetings.

4.6 Group members will be asked to declare any conflicts of interest at the beginning of every meeting or before the discussion of the item itself. These declarations will be recorded in the minutes.

4.7 Full attendance at meetings is expected. 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.

4.8 A membership term will normally be three years, however if needed, a member may have their term extended by one meeting (this would apply in circumstances such as failure to recruit a new RPG member or as part of succession planning).

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.

4.10 A quorum shall be four members, one of whom must be the Chair or Vice-Chair. If the meeting is not quorate, no decisions can be made at the meeting.



## **5. ADMINISTRATION AND SUPPORT**

- 5.1 The Quality Programme Manager will ensure that the UK RCOT 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.
- 5.2 The Quality Programme Manager will report work progress and outcomes to the RCOT Council via the Professional Practice Business Report.
- 5.3 The administration of the Group will be carried out by the RPG Administrator and supported by RCOT staff.
- 5.4 In preparing the agenda for RPG meetings, the Administrator will ask the Chair and RCOT staff for agenda items. The agenda will be finalised with the Chair and the Quality Programme Manager. The agenda and any draft documents will be sent to members prior to the meeting.
- 5.5 The draft minutes will be checked by the Quality Programme Manager before passing to the Chair for approval.
- 5.6 The Quality Programme Manager will be responsible for an annual budget for the Group. This budget will normally cover members' travel expenses in accordance with the RCOT expenses policy.
- 5.7 Group members' travel expenses will be submitted to the Administrator for counter signing by relevant RCOT staff within three months from the date of expenditure. An expense claim will normally be paid within two weeks of receipt.
- 5.8 The Administrator will ensure a copy of the confirmed minutes is sent to members and that a copy is retained for archiving.
- 5.9 The Administrator will ensure that information about the group is available on the RCOT website.

## **6. REVIEW DATE**

- 6.1 Terms of reference to be reviewed every three years. Next review due in 2023. This version was revised in September 2020.