‘Maintaining occupations when living with dementia’ Guideline Development Group

Occupational therapist member and Lead/Co-lead role descriptions

An RCOT Guideline Development Group develops an occupational therapy-specific, evidence-based practice guideline following the process described in the [*Evidence-based guideline development manual*](https://www.rcot.co.uk/node/293)(RCOT 2024).

The group includes ten to twelve occupational therapists with relevant experience in the guideline topic area and who represent academic, research and clinical areas of practice. It also includes members of the public with experience of accessing occupational therapy or caring for someone who does. Stakeholders may also be invited to join the group.

The Guideline Development Group is supported by RCOT officers including the Research and Development Manager, the Research and Development Officer and the Head of Research and Innovation.

We value the diversity of our membership, and we strongly encourage expression of interests from all sections of our community, especially those from under-represented and marginalised groups. We are committed to improving the equity and inclusivity of our processes and all opportunities provided. If you would like further information, please contact RCOT Research and Development Officer Angie Thompson: [angie.thompson@rcot.co.uk](mailto:angie.thompson@rcot.co.uk).

# Occupational therapist member role description

**All Guideline Development Group occupational therapist members are expected to:**

* Adhere to the guideline development process described in our [*Evidence-based guideline development manual*](https://www.rcot.co.uk/node/293)(RCOT 2024).
* Complete a declaration of conflicts of interest form before the project starts, and update conflicts regularly throughout the guideline’s development.
* Adhere to RCOT’s [*Privacy Policy*](https://www.rcot.co.uk/privacy-policy) (RCOT 2019) in line with the General Data Protection Regulation and Data Protection Act 2018.
* Attend all Guideline Development Group meetings and read papers in advance of meetings. Meetings will be held online using Microsoft Teams.
* Input positively to meetings and value all contributions.
* Participate in guideline development training as appropriate.
* Work within agreed timelines for each phase of the guideline development project and notify us of any issues.
* Work with RCOT officers and group members to develop the scope and assist with the scope consultation with occupational therapists, stakeholder organisations and people with lived experience and their carers.
* Work with RCOT officers and group members to screen and appraise literature search results, review evidence and draft recommendations.
* Participate in the preparation and review of the draft guideline.
* Assist with consultation/peer review of the guideline document and work with other group members to consider and address consultation/peer review feedback.
* Support the launch and promotion of the guideline.
* Undertake timely review post-publication of new evidence generated by annual monitoring searches.

**The Guideline Development Group Lead and Co-lead are additionally expected to:**

* Work with RCOT officers to lead the development of the guideline scope and scope consultation with occupational therapists, stakeholder organisations and people with lived experience and their carers.
* Lead the group in considering and addressing stakeholder comments on the guideline scope.
* Advise on the guideline literature search strategy.
* Lead on the drafting of the recommendations.
* Work with RCOT officers to lead the write-up of the draft guideline following the guideline document template.
* Lead the group in considering and addressing stakeholder comments on the guideline document.
* Support the dissemination and implementation of the guideline - be a champion for the guideline and undertake activities to promote its implementation, such as presenting at professional conferences and participating in the production of publishing guideline-related articles.
* With RCOT officers, agree an agenda and minutes, recording all decisions and actions, for each Guideline Development Group meeting.

## Required skills and experience

Please see the table below for the required experience and skills. All Guideline Development Group members are expected to live in the UK.

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| --- | --- | --- |
|  | **All roles** | **Lead and Co-lead roles** |
| **Experience and knowledge** | * Experience of working as an occupational therapist within dementia services and/or dementia research. * Knowledge of occupational therapy and dementia * Experience of participating in or conducting research | * Expertise in dementia * In-depth understanding of best practice in research * Experience of writing and reviewing peer-reviewed articles * Experience of leading others through a project from initiation to completion |
| **Skills** | * Ability to critically appraise articles * Good communication and team working skills * Ability to maintain and respect confidentiality | * Ability to value and manage different viewpoints * Ability to synthesise research findings * Ability to consider the implications of the recommendations, including unintended consequences |

## Time commitment

* **Meetings**: We expect to have six online meetings of no more than four hours each (including breaks) over the 18-20 month period developing the guideline. The first meeting will take place online on Thursday 9 January 10am – 1pm.
* **Reviewing documents**: You will need to factor in time to review documents, including the scope, scope consultation feedback, recommendations, the guideline document itself and guideline consultation feedback.
* **Screening and critically appraising articles**: Additionally, you will screen and critically appraise articles from the guideline literature search. It is difficult to say how much time this will take because we do not know the results of the literature search yet, but we wouldn’t expect you to do more than 10 critical appraisals within a six-week period.
* **Drafting recommendations**: You will need time to consider the evidence and assist with drafting recommendations in between meetings.

Previous Guideline Development Group members have said that it is helpful to have your line manager’s support for your participation so that not all guideline development work is done in your own time. Additionally, your line manager needs to be happy for you to attend meetings during working hours.

# RCOT’s role in guideline development

**We (RCOT) will do the following:**

* Advise the Guideline Development Group so it adheres to the process described in our [*Evidence-based guideline development manual*](https://www.rcot.co.uk/node/293)(RCOT 2024).
* Co-ordinate Guideline Development Group tasks and meetings, and lead on the production of meeting agendas and minutes.
* Provide administrative support.
* Host online meetings, or provide space at our London office for hybrid meetings.
* Encourage all Guideline Development Group members to contribute their point of view to discussions during meetings and to ensure the opportunity for all members to contribute and feel their contribution is valued.
* Make available RCOT digital library resources, and source needed articles that are not available from the RCOT digital library.
* Facilitate consultations on the scope and guideline draft.
* Oversee publication of the guideline document and associated resources and co-ordinate its promotion.

**How to become a Guideline Development Group occupational therapist member**

If you would like to become a Guideline Development Group member of the ‘Maintaining occupations when living with dementia guideline, please fill in the form ‘Guideline Development Group occupational therapist member expression of interest form’, which can be found here: [Experts in dementia needed for our latest OT guidelines - RCOT](https://www.rcot.co.uk/news/experts-dementia-needed-our-latest-ot-guidelines?utm_campaign=1858070_November%202024%20Highlight&utm_medium=email&utm_source=dotdigital&dm_i=6Q9X,13TP2,3ILQH4,53ORW,1).

If you have any questions, please contact Angie Thompson: email [angie.thompson@rcot.co.uk](mailto:angie.thompson@rcot.co.uk) or phone 0203 141 4615.

## References:

Royal College of Occupational Therapists (2024) *Practice guideline development manual.* (5th ed). London: RCOT. Available at: [*https://www.rcot.co.uk/node/293*](https://www.rcot.co.uk/node/293)

Royal College of Occupational Therapists (2019) *Privacy policy.* London: RCOT. Available at: [*https://www.rcot.co.uk/privacy-policy*](https://www.rcot.co.uk/privacy-policy)