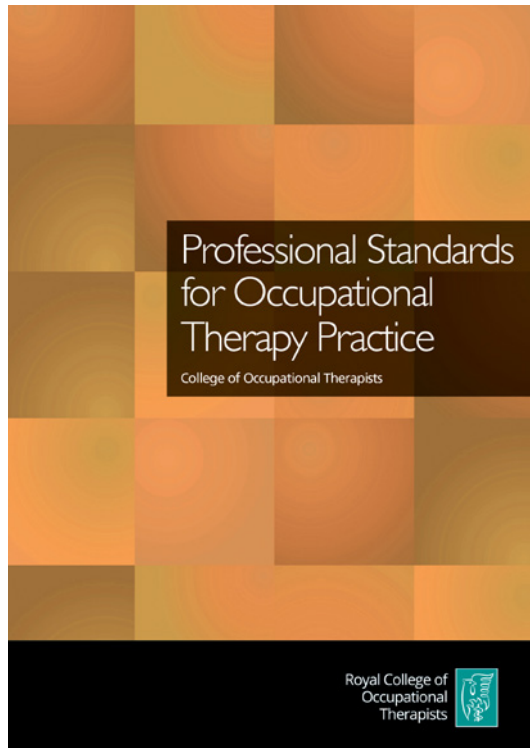


Professional Standards for Occupational Therapy Practice Audit Form



This audit form is to be used in conjunction with the College of Occupational Therapists [Professional standards for occupational therapy practice](#) (COT 2017).

Audit is a cyclical process of setting standards and checking your practice against them. Where you do not meet the standards, you need to identify what changes need to be made, by whom and by when. After the changes have been made, you need to re-audit this area to see if you now meet the standard. The results of your audit should be included in your continuing professional development (CPD) portfolio, along with your other evidence of learning and development.

It may be that meeting part of the standard is not actually your practical responsibility. In this case, you need to be sure that you are part of an organisational system, or working as part of a service, that does meet this requirement.

You may work for an organisation that carries out audits centrally. If this is the case they may be able to incorporate these professional requirements into their audit. You would not need to duplicate the process.

Reference

College of Occupational Therapists (2017) *Professional standards for occupational therapy practice*. London: COT.

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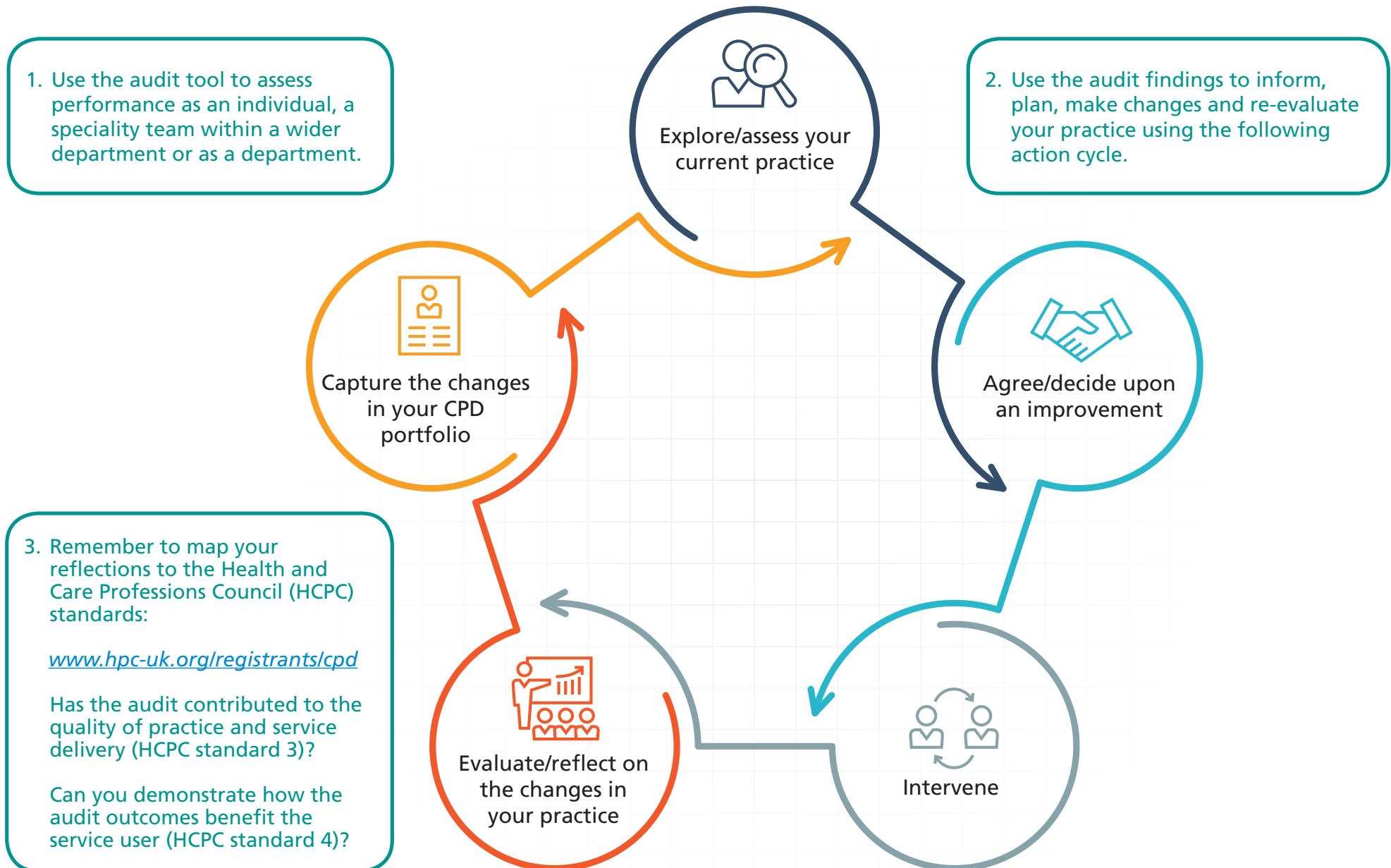
The College of Occupational Therapists became the Royal College of Occupational Therapists in April 2017. Please refer to the details above when referencing this publication.



Royal College of
Occupational
Therapists



Using the audit tool as a CPD activity



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Date of audit		Auditor		Role	
Location				Review due date	

Standard statements		How do you evidence your current practice?	Actions to be taken (by whom and when)
1	Underpinning your occupational therapy practice is an understanding of the relationship between occupation and health and wellbeing.		
1.1	You understand how occupational performance and participation affects, and is affected by, a person's health and wellbeing.		
1.2	You understand the relationship between the person, their environment and their occupational performance and wellbeing.		
1.3	You are able to explain and record your professional reasoning for anything you do for/ with or in relation to service users.		
1.4	Your practice is shaped or structured according to recognised theories, frameworks and concepts of occupational therapy.		
1.5	You use national guidelines, research and other evidence to underpin and inform your practice.		
1.6	In diverse settings or generic roles your practice still has an occupation focus.		

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Standard statements		How do you evidence your current practice?	Actions to be taken (by whom and when)
2	Service users are at the centre of your practice.		
2.1	You work in partnership with service users, being led and guided by their needs, choices and aspirations.		
2.2	With the service user's agreement, you actively involve their carers and/or family in your practice as appropriate.		
2.3	You seek to act in the best interests of service users to ensure their optimum health, wellbeing and safety.		
2.4	You use the service users' preferred means of communication where possible, optimising their abilities to participate by any suitable means.		
2.5	You uphold the service users' right to make choices over the care that they receive and the plans that they wish to make.		
2.6	If a service user declines intervention or chooses to follow an alternative course of action, you do all you reasonably can to maintain his or her safety and wellbeing.		
2.7	You assess and meet the needs of the carers where appropriate.		
2.8	You work towards the inclusion and involvement of the service user in their own communities.		

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Standard statements		How do you evidence your current practice?	Actions to be taken (by whom and when)
3	Through review of documents, discussion and/or interview, you screen/triage the service user's occupational needs.		
3.1	You consider the occupational needs of the service user and the potential benefit of occupational therapy within the context of your service provision.		
3.2	Where occupational needs are not present or could best be met through other service provision, you direct service users to alternative services, information and advice.		

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Standard statements		How do you evidence your current practice?	Actions to be taken (by whom and when)
4	Through interview, observation and/or specific assessment, you identify and evaluate the service user's occupational performance and participation needs.		
4.1	You use assessment techniques, tools and/or equipment that are relevant to occupation and appropriate to the service users and their circumstances.		
4.2	Your analysis of the assessment outcomes shows how the service user's current situation or conditions affect their occupational performance and ability to participate.		
4.3	If further assessments or investigations are indicated, you instigate these or refer to other services.		

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Standard statements		How do you evidence your current practice?	Actions to be taken (by whom and when)
5	You develop appropriate intervention plans, or recommendations, based upon the occupational performance needs, choices and aspirations of service users, as identified through your assessments.		
5.1	You work with service users in the planning process, agreeing their objectives and priorities for intervention.		
5.2	You promote wellbeing, encourage healthy occupations and participation in life roles.		
5.3	You act to reduce, delay or prevent future needs where possible.		
5.4	You consider how the assets of the individual, their carers/family and their communities can be used to maximise their occupational performance.		
5.5	You consider the impact of your intervention on the person, occupation and environment and how occupational performance and participation is affected.		
5.6	You work with service users and relevant others to develop skills to manage their own occupational needs.		
5.7	You agree and record timescales and/or review dates in your plans.		
5.8	You review, amend and document your plans and interventions regularly in partnership with service users.		
5.9	You work in collaboration with relevant others to inform your intervention.		

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Standard statements		How do you evidence your current practice?	Actions to be taken (by whom and when)
6	You evaluate the impact of the intervention that you have provided in terms of the service user's response and occupational outcomes.		
6.1	You use outcome measures to monitor and review the ongoing effectiveness of your intervention.		
6.2	You include the views and experiences of service users when evaluating the effectiveness of occupational therapy intervention.		
6.3	You take account of information gathered from relevant others.		
6.4	Where necessary you modify and revise your plans and intervention in partnership with the service users.		
6.5	Any decision to cease intervention is based upon your evaluation and is taken in consultation with service users.		
6.6	Your outcomes demonstrate the value and benefit of your input to the individual and/or community.		

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Standard statements		How do you evidence your current practice?	Actions to be taken (by whom and when)
7	You keep care records that are fit for purpose and process them according to legislation.		
7.1	You provide a comprehensive, accurate and justifiable account of all that you plan or provide for service users.		
7.2	You record the evidence and rationale for all that you do.		
7.3	Your care records are written promptly, as soon as practically possible after the activity occurred.		
7.4	You are aware of and meet all requirements in relation to record keeping, whether in legislation, guidance or policies.		
7.5	You comply with any legal and professional requirements and local policies in relation to confidentiality, the sharing of information and service user access.		
7.6	You keep your records securely, retain and dispose of them according to legal requirements and local policy.		

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Standard statements		How do you evidence your current practice?	Actions to be taken (by whom and when)
8	You seek to demonstrate and enhance the quality, value and effectiveness of the service/s that you provide.		
8.1	You collect and collate outcome data to evidence the effectiveness of your interventions.		
8.2	You collect and collate outcome data to meet the requirements of commissioners/funders of services.		
8.3	You seek to measure the impact of your input on the occupational performance, participation and wellbeing of service users.		
8.4	Where possible you collect and use data to demonstrate the value for money of the service/s that you provide.		
8.5	You use the information that you collect, with other national, local and professional resources, to improve the quality, value and effectiveness of the service/s that you provide.		

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Standard statements	How do you evidence your current practice?	Actions to be taken (by whom and when)
9 You are qualified by education, training and/or experience to practise capably and safely in your chosen role.		
9.1 You have sufficient knowledge and skills to make reliable professional judgements suitable to your level of responsibility.		
9.2 You only work within your professional competence, seeking advice or referring to another professional when required.		
9.3 You continually maintain your knowledge and skills in order to meet the needs of service users safely and effectively.		
9.4 You maintain your awareness and skills in digital technology in order to meet the requirements of your role.		
9.5 You participate in any statutory and mandatory training required for your work.		
9.6 You seek out and engage with continuing professional development opportunities relevant to your learning and development needs, to encompass practice skills, research skills, teaching others and leadership.		
9.7 You receive the equivalent of a minimum of one half day each month for agreed continuing professional development activity, scholarship and/or research, over and above statutory and mandatory training.		
9.8 As a practitioner, you receive regular professional supervision and appraisal, where you use critical reflection to review your practice.		

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Standard statements		How do you evidence your current practice?	Actions to be taken (by whom and when)
10	You work collaboratively with your colleagues to maximise the outcomes of intervention.		
10.1	You actively seek to build and sustain positive professional relationships.		
10.2	You work and communicate with colleagues and representatives of other organisations to ensure the safety and wellbeing of service users.		
10.3	You work with others within your area of expertise to promote knowledge, skills and good practice.		
10.4	You refer to other colleagues or services where appropriate, utilising their skills to the benefit of the service user.		

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Standard statements		How do you evidence your current practice?	Actions to be taken (by whom and when)
11	Your communication style and manner is always professional.		
11.1	Your language and communication style demonstrates respect to those with whom you are working.		
11.2	You always maintain professional communication towards your colleagues and/or service users.		
11.3	You communicate with service users clearly, openly, sensitively and effectively.		
11.4	Discussions related to service users are held in a way that maintains their dignity and privacy.		
11.5	You confidently participate in formal and informal reporting.		
11.6	You communicate effectively within your line management structure.		
11.7	You document your comments where a written record is needed.		

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Standard statements		How do you evidence your current practice?	Actions to be taken (by whom and when)
12	You support the training and development of colleagues and those you supervise.		
12.1	You provide regular supervision and annual appraisals to those you line/professionally manage.		
12.2	Where appropriate you provide regular practice education opportunities for occupational therapy students, in accordance with relevant standards.		
12.3	You support the learning and development of colleagues from other professions, services and agencies in relation to occupational therapy.		

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Standard statements		How do you evidence your current practice?	Actions to be taken (by whom and when)
13	You monitor, make best use of and sustain your personal and service resources.		
13.1	You recognise the limits of your own capacity and do not extend your workload or remit to the detriment of the quality or safety of your service.		
13.2	You seek to work as effectively and efficiently as possible to make best use of environmental, physical, financial, human and personal resources.		
13.3	You ensure that your service meets the ongoing needs of the service user population.		
13.4	As a practitioner you report and document where resource and service deficiencies may endanger the health and safety of service users, carers, yourself and your colleagues.		
13.5	As a manager, clinical or professional leader, you act on any reports concerning resources and service deficiencies.		

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Standard statements		How do you evidence your current practice?	Actions to be taken (by whom and when)
14	You take reasonable care of your own health and safety and that of others who may be affected by what you do, or do not do.		
14.1	You abide by national and local health and safety regulations, policies and procedures.		
14.2	You abide by national and local risk management regulations, policies and procedures.		
14.3	You enable positive risks to be taken safely by service users, in cases where such risks are a necessary part of intervention.		
14.4	You establish and maintain a safe practice environment, including when travelling or in the community.		
14.5	You abide by legislation and guidance concerning moving and handling, while enabling service users to gain optimal occupational performance and autonomy in their lives.		
14.6	You ensure that you, and those for whom you are responsible, are trained and competent in moving and handling techniques, including the selection and use of equipment.		