

RCOT Publications Group

Role description

We, the Royal College of Occupational Therapists (RCOT), are a registered charity which acts on behalf of all members of the British Association of Occupational Therapists. We set the professional and educational standards for the occupational therapy profession in the United Kingdom and represent the profession nationally and internationally.

What is the RCOT Publications Group?

The RCOT Publications Group is a small review panel consisting of ten occupational therapists and three public contributors. The occupational therapists come from a range of health, social care, independent and academic backgrounds. The public contributors are members of the public who have an interest in health and social care and who may also have experience of accessing occupational therapy services. Each person is a member of the group for three years.

What does the RCOT Publications Group do?

The RCOT Publications Group provides a quality assurance role in reviewing draft documents and publications produced by us. This includes the development of guidance and information that benefits occupational therapists and the people they work with, their families and their carers. The group meets twice a year but work also takes place between meetings via email, such as requests for input and reviews of new resources. Three members of RCOT staff also attend meetings.

How much work is involved and when are the meetings?

There are two meetings a year (one virtual and one in person) plus work between meetings reviewing documents as required. The work between meetings can vary in length. Group members may review between 6-12 resources a year; the amount of time to review depends on the type and length of document. We will give as much notice as possible for members to complete this work.

Draft resources are sent via email to members of the group and comments are returned by email. The next meeting of the RCOT Publications Group will be held virtually (via Zoom) in March 2023 (date to be agreed).

In summary, over the three-year term, you will be expected to:

- Work with other RCOT Publication Group members to review draft resources and publications providing feedback at meetings and, when requested, between meetings
- Input positively to meetings and value all contributions
- Attend two meetings per year
- Adhere to RCOT's [Privacy Policy](#) (RCOT 2019) in line with the General Data Protection Regulation and Data Protection Act.

What skills and experience will you need for this role?

Table colour	Essential	Desirable
Experience and knowledge	<ul style="list-style-type: none"> • Be a RCOT member 	<ul style="list-style-type: none"> • Previous committee experience

	<ul style="list-style-type: none"> • Be currently working with older people • Have experience of developing professional documentation and evidence-based practice • Have at least five to six years' experience as an occupational therapist 	<ul style="list-style-type: none"> • Previous experience of commenting on draft resources
Skills	<ul style="list-style-type: none"> • Good communication skills • Access to the internet • Access to and ability to use email • Ability to maintain and respect confidentiality • Ability to understand and comment on professional documents written in English 	

The RCOT Publications Group **Terms of Reference** are available from [this webpage](#).

Start date

The term of office will start as soon as the role has been offered and accepted.