

PRACTICE STANDARDS COMMITTEE TERMS OF REFERENCE

CATEGORY:	COMMITTEE
DATE APPROVED:	November 17, 2023
APPROVED BY:	SCOT COUNCIL

PURPOSE

The professional practice standard committee is responsible for the development and maintenance of practice standard policies and documents for occupational therapists in Saskatchewan.

COMPOSITION AND TERM OF OFFICE

Chair: As appointed by council.

Membership: Minimum of three persons, including the chair. Members must be in good standing with the SCOT, not in default of any obligations.

Skill/interest: Previous council experience is an asset.

Term of Office: Two years. Terms may be renewed or extended with the approval of the council.

ACCOUNTABILITY

This committee:

- is directly responsible through the member at large for practice standards or the assigned chairperson to council. The member at large will present recommendations for consideration either to the council or the committee.
- may create subgroups to carry out defined tasks that fall within the scope of the committee's terms of reference.

REPORTING

Minutes from each meeting will be recorded by an assigned recording secretary. They will be circulated by the chair in a timely manner to committee members, the designated staff member, and the administrative assistant.

STAFF INVOLVEMENT

A designated staff person will provide support to this committee as needed.

RESPONSIBILITIES

This committee will:

- will monitor and review practice standard activity provincially, interprovincially, and nationally.
- identify and create a plan to organize, develop, maintain, and share relevant practice standard documents for the practice of occupational therapists in Saskatchewan.
- review and update the Code of Ethics.

- review and update the Scope of Practice document.
- review and update terms of reference for this committee.
- inform the membership about the work of the committee as needed through SCOT staff.

STANDARDS

This committee and its members, in carrying out committee duties, will:

- adhere to The Occupational Therapists Act, 1997, the SCOT Bylaws, the Code of Ethics, and the SCOT Policies and Procedures.
- maintain the confidentiality of all appropriate information and documentation acquired through participation on the committee.
- identify any actual or potential conflicts of interest related to performing committee responsibilities in accordance with the Code of Ethics and SCOT Conflict of Interest policy.

PROCEDURES

The chair will determine the frequency and need for meetings. The member at large or designated chair will provide a written summary of the activities completed over the year to the president and executive director for inclusion in the annual general report.

This committee in general will:

- meet a minimum of 4 times per year with ongoing work to occur between meetings.

BUDGET

The chair will create a proposed committee budget and submit it to the chair of the finance committee for approval by the required deadline.

TASK TIMELINE

This list is an informal reminder of the timing of key activities that occur annually. It does not represent all the ongoing activities of the committee as identified in the purpose. Dates for some activities are subject to change depending on actual dates established for council meetings and other deadlines.

Ongoing/Variable Timeline

- submit relevant items of interest to the president and/or executive director for circulation to the membership.

September

- develop a work plan and identify priorities for the committee for the upcoming year with the support of the member at large practice standards council member.

December

- chair to submit budget recommendations to the chair of the finance committee.

February/March

- chair to submit a summary of key activities that occurred during the past year to the president and/or executive director for inclusion in the annual report.

May

- review the committee work plan with recommendations and follow-up.

Date Established	DATE(S) REVIEWED/REVISED	NEXT REVIEW
November 17, 2023		November 2025