



SCOT

Saskatchewan College of
Occupational Therapists

Complaints Investigation Application Form

The Saskatchewan College of Occupational Therapists (SCOT) regulates the profession of occupational therapy in Saskatchewan in the best interests of the public. SCOT investigates written complaints about a SCOT member’s professional incompetence and/or professional misconduct pursuant to sections 22 and 23 of *The Occupational Therapists Act, 1997*.

To submit a complaint, send completed forms to:

Mail: The Saskatchewan College of Occupational Therapists
P.O. Box 9089
Saskatoon, SK
S7K 7E7
Canada

E-mail*: ed@scot.sk.ca **Consider password protecting all documents sent via email and providing the password in a separate e-mail.*

1. COMPLAINANT DETAILS

Please provide your name and contact information if you wish to submit a complaint about an occupational therapist.

First Name:	
Last Name:	
Address:	
City:	
Province:	
Postal Code:	
Email:	
Phone #:	
Alternate Phone #:	

2. INFORMATION ABOUT THE OCCUPATIONAL THERAPIST(S)

Please identify the occupational therapist that is the subject to your complaint. If you have a complaint about more than one OT, please complete a separate submission for each one.

Occupational Therapist’s Name:	
Name of Practice:	
Address of Practice:	



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3. COMPLAINT DETAILS

Please provide a description of the concerns and/or incidences related to the Occupational Therapist's practice. Include the date(s) and location(s) of the incident(s). Include examples where appropriate. Additional documents can be provided as needed.



4. WITNESSES AND OTHERS WITH INFORMATION PERTAINING TO COMPLAINT

If there were any witnesses to the incident(s) or any other individual who may have information pertaining to the complaint, please provide their contact information.

Name	Address	Details they may have regarding the complaint

5. COMPLAINT EXPECTATIONS

What are your expectations from the investigation of this complaint?

ACKNOWLEDGEMENT:

I have read and understand the following:

- The SCOT member named in the complaint will receive a copy of the complaint.
- The SCOT member will be given an opportunity to respond to your allegations.
- The SCOT may release your name and any named witnesses and share some or all of the information and copies of documents that it receives from you, or any other person, to:
 - The SCOT member named in the complaint
 - SCOT staff, as required
 - SCOT Professional Conduct Committee
 - SCOT Discipline Committee
 - Legal counsel
 - Any other person or agency, as required, to meet legal obligations
- SCOT may contact you for further information.
- If required to be interviewed by an investigator, the interview will be recorded.

I acknowledge and accept the above statement.

Printed Name:	
Signature:	
Date:	