

## **British Columbia Paediatric Occupational Therapy Council**

### **TERMS OF REFERENCE**

*April 15, 2013*

The British Columbia Paediatric Occupational Therapy Council is comprised of Occupational Therapists who provide services to children from birth to 19 years of age. These include both publicly and privately funded services.

#### **1.0 PURPOSE**

- 1.1 To engage all Paediatric Occupational Therapists throughout British Columbia in discussions regarding the issues around the development and application of relevant policies, guidelines and standards directed by the ministries and governance authorities
- 1.2 To provide a provincial voice for paediatric occupational therapy in British Columbia
- 1.3 To act as an advisory body to the various government ministries, including but not limited to the Ministry of Children and Family Development, the Ministries of Health Services and Health Planning, and the Ministry of Education on issues which affect the delivery of Occupational Therapy services to children
- 1.4 To identify and communicate to the ministries and governance authorities concerns and emerging issues to promote and maintain optimal health, development and well being for children and their families who receive or are eligible to receive Occupational Therapy services.
- 1.5 To actively assist the ministries and governance authorities in the development of policy relating to Occupational Therapy services for children
- 1.6 To network with other professional organizations and consumer groups on issues of common concern

#### **2.0 RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE OF THE BRITISH COLUMBIA PAEDIATRIC OCCUPATIONAL THERAPY COUNCIL**

- 2.1 To provide information about paediatric Occupational Therapy issues, policies, practices, principles and standards to the ministries and governance authorities
- 2.2 To promote a clearer understanding, at the ministerial as well as regional levels, of the educational background, professional responsibilities, code of ethics and standards of practice that govern Occupational Therapists
- 2.3 To mobilize paediatric council members by formulating networks to address issues of priority in specific areas of paediatric practice

### 3.0 RESPONSIBILITY OF THE PAEDIATRIC COUNCIL MEMBERS

- 3.1 To provide contact information to their regional representative and/or register their contact information on TherapyBC's OT contact list, managed by SHHC.
- 3.2 To contact their regional representative to convey information about positive initiatives or issues of concern
- 3.3 To serve on subcommittees working to address specific priority issues

### 4.0 STRUCTURE

4.1 In order to fully represent the province, the Council Executive Committee must endeavour to have representation (at least 1 member) from both rural and urban areas, public and private practice, as well as from acute care, rehabilitation, early intervention, and school-age services.

4.2 The province will be divided into the following **macro regions** (to correspond to Health and MCFD regions):

- Vancouver Coastal
  - Northern
  - Fraser
  - Interior
  - Vancouver Island
  - Provincial
- 4.3 Executive Committee: to include 2 representatives elected by each Macro Region of the province as defined above. There will be a Chair and Vice Chair elected from this group. All members are eligible to become executive council members. A term in office is two years.
  - 4.4 CAOT-BC will be represented on the Executive Committee by a member appointed by the CAOT-BC Board of Directors
  - 4.5 Macro Regional committees: composed of all member Occupational Therapists in that region. *In some regions due to distance it may be desirable to divide into smaller areas (**Micro Regional Groups**), which would then provide information and feedback to the larger Macro Regional Committee.*
  - 4.6 Ex-officio members (non-voting members): The College of Occupational Therapists of British Columbia, the Ministry of Children and Family Development, Ministries of Health Services and Health Planning, and the Ministry of Education will all be represented by an appointed member from their respective ministry.