



---

## **The Royal College of Occupational Therapists is seeking a Public Contributor to join the RCOT Publications Group**

The Royal College of Occupational Therapists (RCOT) is a registered charity which acts on behalf of all members of the British Association of Occupational Therapists. The College sets the professional and educational standards for the occupational therapy profession in the United Kingdom and represents the profession nationally and internationally. RCOT wants people to be at the heart of the work it does and to help it make informed decisions about that work.

### **What is an occupational therapist?**

Occupational therapists are health and social care professionals who help people of all ages – babies, children, and adults – to carry out activities they need or want to do but are prevented from doing as a result of individual health needs and/or disability, their environment, or the effects of ageing. For more information:

<https://www.rcot.co.uk/occupation-matters>

### **What is the RCOT Publications Group?**

The RCOT Publications Group is a small review panel consisting of eight occupational therapists and two 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 the College. 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. Four members of RCOT staff also attend meetings.

### **What is a Public Contributor's role on the Group?**

Public Contributors make sure that the views of people with lived experience, their families and carers, and their communities are considered when developing RCOT resources and publications. They provide comment on the content, language and terminology used, and consider the accessibility and format of the information, so it is inclusive.

### **How much work is involved and when are the meetings?**

It is difficult to say exactly how many resources and publications are sent to the group in a year, but it usually ranges between seven and ten.



---

Draft resources are sent to members of the group and comments are returned by emails. Resources can be sent electronically via email or Dropbox (an electronic storage platform) or in paper copy via the post. If Dropbox is preferred, RCOT can provide support to use it.

The group also meets twice a year and meetings are usually virtual. Sometimes these meetings may take place at the RCOT office on Borough High Street, London, but attendance can be virtual, if preferred. Meetings usually last for about three hours and start anytime between 09:00 and 10.30. If you attend in person, refreshments and lunch are provided.

Some preparation work needs to be carried out before meetings. This includes reading a report to update group members on the progress of resource and publications projects that are being developed. In addition, there may be draft resources to read for discussion at the meeting. This might also include giving feedback on the content. Feedback can be given verbally or provided electronically.

The next meeting of the RCOT Publications Group will be held virtually (via Zoom) in early 2022. The exact date is to be agreed, but it is likely to be in February or March.

### **Access and supporting you to be involved**

RCOT will ensure that meetings and other involvement is accessible as possible. All public contributors will be asked about their access and support needs to be involved in the RCOT Publications Group. Wherever possible, RCOT will consider whether it can support these needs within our resources.

RCOT encourages people from diverse backgrounds to apply for this role. If you need assistance with understanding or contributing in any way, please get in touch with Caroline Hill at RCOT to discuss: Telephone 01505 612242.

### **What is the compensation and expenses policy?**

Compensation for a Public Contributor's time to attend meetings is £150, including preparation and taking part in the meeting.

In addition, the College will cover reasonable expenses incurred to attend meetings. This can include:

1. Travel and subsistence costs.
2. Childcare costs.
3. Carer costs.

For more information, please see RCOT's *Reward and Recognition Policy*.

### **In summary, over their three-year term, public contributors are 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, virtually or at RCOT's office on Borough High Street in London
- Adhere to RCOT's [Privacy Policy](#) (RCOT 2019) in line with the General Data Protection Regulation and Data Protection Act.

**What skills and experience does a public contributor need for this role?**

	<b>Essential</b>	<b>Desirable</b>
<b>Experience and knowledge</b>	<ul style="list-style-type: none"><li>• An interest in occupational therapy</li></ul>	<ul style="list-style-type: none"><li>• Current or previous experience of accessing occupational therapy services, either themselves or for someone they have cared for</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>• Good communication skills</li><li>• Access to the internet</li><li>• Access to and ability to use email</li><li>• Ability to maintain and respect confidentiality</li><li>• Ability to understand and comment on professional documents written in English</li></ul>	

**How do I become a Public Contributor?**

If you'd like to be considered for the role of Public Contributor on the RCOT Publications Group, please complete the self-nomination form and return to [caroline.hill@rcot.co.uk](mailto:caroline.hill@rcot.co.uk) by **30<sup>th</sup> September 2021**.

Alternatively, if you would prefer to submit your responses verbally, please contact Caroline Hill on 01505 612242. Your nomination form will be written up on your behalf and sent to you for approval before being submitted for consideration.

RCOT will review all the self-nomination forms they receive and choose one public contributor to join the Publications Group. RCOT will let you know the outcome by early October 2021.

**What if I have some questions?**

You can contact **Caroline Hill**, Practice Team Administrator at: [caroline.hill@rcot.co.uk](mailto:caroline.hill@rcot.co.uk) or telephone **01505 612242**. Please note Caroline works part time so there may be a short wait for a response.

**References:**

Royal College of Occupational Therapists (2019) *Privacy Policy*. London: RCOT. Available at: <https://www.rcot.co.uk/privacy-policy>