

PRACTICE COMMITTEE
STANDARD OPERATING PROCEDURES
KENTUCKY OCCUPATIONAL THERAPY ASSOCIATION

PURPOSE:

The purpose of the Practice Committee is to promote the quality of occupational therapy standards and practice relative to consumer, practitioner and state regulatory needs. The Practice Committee supervises the activities of the OT /PT and Special Interest Section (SIS) Liaison, committee chair will assume positions if not filled.

DESCRIPTION:

The Chair is appointed by the President and is a voting member of the Executive Board for a term of two years. An undetermined number of members complete composition of the committee. Committee membership also includes the OT /PT Liaison and the SIS Liaison, if filled.

MEETINGS:

The committee shall meet annually to develop committee goals, a budget and an action plan. The committee will meet as needed to implement committee goals. The Practice Committee Chair/representative will attend meetings of the Kentucky Board of Licensure for Occupational Therapy (KBLOT).

REPORTING RESPONSIBILITIES:

The Chair will submit written and oral reports of committee activities at Executive Board meetings and at the annual membership meeting.

FUNCTIONS AND PROCEDURES:

1. Guide and conduct practice related activities consistent with the Association's strategic plan and operational objectives.
2. Communicate with the membership via Association publications and electronic mail on practice and KBLOT issues.
3. Receive information from the Practice Division of AOTA, and share pertinent practice information with the membership.
4. Serve as a resource for the membership in regard to practice issues.
5. Serve as a resource in areas of practice to the Kentucky Board of Licensure for Occupational Therapy (KBLOT).
by attending KBLOT meetings
6. Serve as a member of the KBLOT investigative Committee as needed.
7. Work cooperatively with SIS Liaison.
8. Communicate with the SIS Liaison on a quarterly basis regarding practice issues.
9. Work cooperatively with the OT /PT Liaison.
10. Communicate with the OT/PT Liaison on a quarterly basis.
11. Supervise the activities of the OT /PT and SIS Liaisons.
12. Provide written verification of KOTA committee involvement/participation, as requested.
13. Submit annual report of committee activities to the President.
14. Submit annual committee operating budget to the Treasurer.
15. Submit to KOTA archives documents of historical significance.
16. Review standard operating procedures of the committee annually.

Revised 3/90, 6/99, 2/05 and 2/20