

Ratified by NZAOT Council State Date: November 2005	Review date: 2007	Version no. 2 Date: October 2005
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Position Statement Policy

This policy relates to the development and review of New Zealand Association of Occupational Therapists (Inc) position statements.

Position statements are the responsibility of the Professional Representation Portfolio holder who ensures this procedure is initiated and adhered to for each new Position Statement identified.

Policy

- 1.1 The Association shall identify issues related to the education, practice and delivery of occupational therapy services to the consumers/tangata waiora of Aotearoa / New Zealand that warrant the development of a position statement.
- 1.2 Position statements will be developed by the membership of the Association, with due consideration of current literature, research and practice.
- 1.3 Position statements will include consideration of the Treaty of Waitangi responsibilities of the Association and invite input from Maori occupational therapists or their representative.
- 1.4 The position statements will be written to a consistent format (see attached format checklist) and in a way that is useful to occupational therapists, occupational therapy educators, employers/funders of occupational therapy services and other key stakeholders
- 1.5 Position Statements will be ratified by the Associations' Council.
- 1.6 Ratified Position Statements will be accessible to all members of New Zealand Association of Occupational Therapists, via the New Zealand Association of Occupational Therapists Website (www.nzaot.com) or National Office.
- 1.7 Ratified Position Statements will be adhered and referred to by members and Association employees when representing the Association.
- 1.8 Position statements will maintain their currency, and be reviewed biennially or earlier if required.

Scope

This policy applies to NZAOT Council, members and staff.

Definitions

Position statements are official statements of the Association on political, social, ethical, cultural and practice issues that influence client well being, the role and practice of occupational therapy or that effect the New Zealand Association of Occupational Therapists (Inc).

Procedures

2. Procedure for the development of new position statements:

The purpose of this procedure is to provide a process to ensure new Position Statements are developed appropriately, and are relevant.

- 2.1 Identification of need for new position statement from membership.
- 2.2 Any member of New Zealand Association of Occupational Therapists may identify issues that warrant the development of a new Position Statement.
- 2.3 Practice questions received at national office will be recorded and reviewed to identify common issues that could be addressed in a Position Statement.
- 2.4 Identification of new position statements will be a regular agenda item for each Council face-to-face meeting.
- 2.5 New Zealand Association of Occupational Therapists membership will be asked for volunteers/nominations for the project group through various mediums e.g. E-mail, 'OT Insight' advertising, correspondence with the appropriate SIG's and direct contact with individuals known to have the necessary expertise.
- 2.6 New Zealand Association of Occupational Therapists council members will select a project team/individual occupational therapists with the appropriate knowledge and experience to work on the position statement.
- 2.7 The President and/or a council member will be an ex-officio member to assist those members developing a position statement
- 2.8 If a project group is formed from interested members then a convenor is elected from within the group
- 2.9 Input from members who identify as Maori or a representative will be sought, either as members of the project team or as consultants to the project team.

- 2.10 Current literature including research, expert opinion, legislative documents and contemporary texts will be searched, reviewed and utilised in the development of the Position Statement.
- 2.11 A draft of the Position Statement in compliance with the format checklist (appendix 1) will be forwarded to Council for review. The draft will also be published in the OT Insight magazine, with a six-week timeframe for comment/feedback from the wider membership.
- 2.12 The project team/individuals will review the feedback and incorporate as appropriate.
- 2.13 The final draft will be forwarded to New Zealand Association of Occupational Therapists council secretary for alterations to format etc. that may be necessary.
- 2.14 The final draft will be presented to council at the next face-to-face meeting for ratification.
- 2.15 Once ratified the new position statement will be published in 'OT Insight' and on the Website.
- 2.16 Copies will be available at New Zealand Association of Occupational Therapists National Office for distribution on request.
- 2.17 New Zealand Association of Occupational Therapists council will formally thank the project group/individual Occupational therapists.
- 2.18 Copies of the articles and references of texts used in the position statement will be forwarded to National Office, in order that they are available for the review of the Position Statement.
- 2.19 The date for the initiation of the next review of the position statement will be entered in the review schedule.

3. Procedure: for Review of NZAOT position statements:

- 3.1 The purpose of this procedure is to provide a process to ensure Position Statements are reviewed appropriately, and continue to be relevant.
- 3.2 The Professional Representation portfolio holder in conjunction with National Office seeks membership involvement in the form of a review committee. New Zealand Association of Occupational Therapists council will confirm project team/individual occupational therapists with the appropriate knowledge and experience to work on the position statement review.
- 3.3 The Process for review of Position Statements is identical to the above process for the development of new position statements from 2.6.
- 3.4 The position statement is reviewed and amended as necessary, using the review checklist (appendix 2) and in keeping with the format checklist.

Appendices

Appendix 1:

Format Checklist:

Where possible Position Statements are to follow the following format:

- Font is Arial, size 12 Font size
- Title in Capital letters
- NZAOT header and footer used
- Single spacing used
- Bullet pointed under headings as necessary for clarity of reading
- Headings in bold with colons used
- Consider division of document into
 - Background
 - Definition
 - Philosophy
 - Key issues or area of practice
 - Policy
 - Procedure
 - Bibliography/reference section.

Appendix 2:

Position Statement review Checklist:

Considerations:

- Is the format current and appropriate
- Is the Statement still necessary?
- Does the Statement require re-consideration in view of new legislation?
- Is there a change in practice that needs to be considered within the review?
- Is there current political activity that impacts the statement?
- Has there been a change in Occupational Therapy training that impacts the content of statement?
- Does this impact profession wide or a sub practice group of Occupational therapists?
- Have the necessary stakeholders been consulted?
- Are there outside agencies/individuals that can be used as consultants?
- What is the Statements key position?
- What is the position of other Occupational Therapy Associations internationally on the same subject?
- Has consultation with Maori members occurred?