

# NEW ZEALAND ASSOCIATION OF OCCUPATIONAL THERAPISTS (INC)

## ROLE DESCRIPTION

**ROLE TITLE:** Research and Development

### **ROLE SUMMARY:**

- To perform the duties of an elected Council member of NZAOT, with particular responsibility for convening the Research and Development portfolio.
- To ensure strategies and activities are in place which foster the development of a body of knowledge of occupational therapy within New Zealand
- To assess members continuing professional development needs and ensure a range of opportunities are available to meet these.

### **ROLE TASKS:**

- To ensure an occupational therapy conference occurs bi-annually
- To ensure clinical workshops occurs bi-annually
- To oversee the NZAOT Research and Education Trust
- To oversee WFOT accreditation of schools
- To oversee NZAOT (professional development) awards
- To assess the need for continuing professional education of members and develop a continuing professional education calendar of events.
- To enable Occupational Therapy research to occur in New Zealand by NZAOT members.

## **A. GENERIC TASKS**

### **1. Attendance at meetings:**

- 1.1 Portfolio convenors are expected to attend regular Council meetings or meetings called at short notice either in person or by audio conference.
- 1.2 Portfolio holders are expected to report to Council: activity and issues pertaining to their portfolio at regular meetings of Council.

### **2. Interface with Executive Director:**

- 2.1 Regular liaison will occur with the Executive Director, to ensure that there is free flowing communication. The portfolio holder and Executive Director will discuss and decide the best means for this to occur.
- 2.2 The Executive Director will co-ordinate communication across portfolios when more than one portfolio is involved.
- 2.3 The portfolio holder guides overall strategy for the portfolio. The Executive Director operationalises the strategy, which has been agreed by Council.
- 2.4 The Executive Director is the central information holder for the Association.

### **3. Interface with Operations Committee:**

- 3.1 Portfolio holders although not members of the Operations Committee, may place items on the agenda through the chair of the Committee (President) and may be invited to attend meetings to discuss their items. Decisions requiring consideration by full council will be deferred to a full council meeting.
- 3.2 The Operations Committee has powers and duties devolved by Council and will address urgent and ongoing matters of the Association, and make decisions accordingly, which will then be communicated to the portfolio holder.
- 3.3 The Operations Committee or Council will approve expenditure related to the portfolio.
- 3.4 The Operations Committee will make available all minutes of meetings.

### **4. Interface with Other Portfolio Holders:**

- 4.1 Regular and ongoing communication is necessary between all Council members and the Executive Director to ensure the smooth operation of the Association.
- 4.2 The Executive Director will co-ordinate communication between portfolio holders for issues that involve more than one portfolio.
- 4.3 Portfolio holders are expected to have an understanding of the main themes and issues of the other portfolios.

### **5. Interface with NZAOT Members:**

- 5.1 Regular liaison and networking on portfolio specific and general NZAOT matters is necessary with members around the country. Feedback, ideas and information should be fed back to Council on a regular basis. Council members are expected to attend and support Local Area Networks, using these as an important forum for two-way communication between Council and members.
- 5.2 Portfolio Holders are expected to write columns for OT Insight at least quarterly, to keep members updated of current issues pertaining to their portfolio.

### **6. Interface with National Office:**

- 6.1 In the first instance all communication should be with the Executive Director.
- 6.2 Any administrative support provided by National Office will be negotiated with the Executive Director.
- 6.3 National Office is the central point for all communication in and out of the Association; portfolio holders will supply National Office with relevant documents related to their portfolio for filing.

### **7. NZAOT Strategic Plan:**

- 7.1 Portfolio holders are expected to contribute to the strategic plan

7.2 All Portfolio activity should be related to, and contribute to the achievement of goals outlined in the strategic plan.

## **B. PORTFOLIO SPECIFIC TASKS:**

### **1. Objectives of the Portfolio:**

- To identify the types of continuing professional education required by members
- To co-ordinate a calendar of continuing professional education events
- To ensure an occupational therapy conference occurs bi-annually
- To enable occupational therapy research to occur in New Zealand by NZAOT members.

### **2. Duties specific to the Portfolio:**

- As outlined in the Research and Development Policy and Guidelines.
- Establish a focus group who will work with the Executive Director to achieve the objectives of the portfolio
- Facilitate the promotion, growth and administration of the Research and Development Trust.
- Co-ordinate the approval of New Zealand Schools of Occupational Therapy in line with World Federation of Occupational Therapist Guidelines every 5 years. (2005; 2010)
- Co-ordinate the Frances Rutherford Lecture Award bi-annually
- Co-ordinate the Medical Staffing International/NZAOT Occupational Therapy Achievement Award annually
- Ensure the ongoing publication of the NZ Journal of Occupational Therapy

### **3. Terms of Reference:**

- Research and Development Policy and Guidelines
- Research and Development Trust charter
- WFOT Process for Approval of Educational Programmes (2004)
- WFOT Minimum Standards of Education (2002)
- NZAOT Conference Manual 2004
- NZAOT Clinical Workshops Manual 2004

### **4. Vision for the Portfolio:**

- To ensure NZAOT members through ongoing research and development provide cutting edge Occupational Therapy Intervention to clients.

**Ratified by Council 16/09/00**

**With additions March 2005 not ratified**