

## **Enabling occupation – 3<sup>rd</sup> version (Provisional Title)**

### **Advisory Panellist Position**

**The Canadian Association of Occupational Therapists welcomes applications from qualified individuals to serve as Advisory Panellist of the third version of its textbooks Enabling Occupation.**

#### **Purpose and Position Summary:**

CAOT has initiated the process of producing a new version of its flagship books **Enabling Occupation** and **Enabling Occupation II**. The goal is to develop a foundational and groundbreaking guidance document informing occupational theory and practice in Canada and beyond. It builds on CAOT's strong history of national collaboration to articulate a vision for the client-centred practice of occupational therapy: a practice inclusive of clients at individual, family, community, and policy-making levels, with attention to societal trends and needs to support the explicit contribution of occupational therapy to health and well-being.

The Advisory Panellist collaborates with other panelists to advise the Co-Editors and CAOT regarding the strategic content of the publication and the implementation of the national consultation process. Advisory Panellists must be available for bi-monthly teleconference meetings with the Co-Editors and/or appointed CAOT staff for the duration of their appointment. The Advisory Panel support the Co-Editors and report to CAOT for an 18-month term starting on October 1, 2019 and ending on March 31, 2021.

#### **Panel Composition:**

In order to ensure adequate representation, panellists will be selected from all areas of the country and will include:

- Occupational therapists in clinical practice, education, research and policy in Canada (n = 7)
- Occupational therapists practicing in another country (n = 2)
- Students in occupational therapy (n = 2)
- Client (former or current) of occupational therapists (n = 2)
- Representative from Health Canada (n = 1)

#### **Required Qualifications:**

1. Individual member of the Canadian Association of Occupational Therapists, when indicated;
2. Entry level degree in occupational therapy with advanced degree in a related field OR extensive experience in the profession OR background relevant to the position;
3. Excellent leadership, communication, organizational, time management and interpersonal skills;
4. Understanding of the Canadian health care system and occupational therapy practice in different contexts, and knowledge of current research or best practices in specific areas and/or ability to search, retrieve, and appraise that knowledge when needed.

#### **Recommended Qualifications:**

1. Experience in collaborating on a panel or a volunteer service operation for the creation of resources documents or publications;
2. Familiarity with the review process of publications in occupational therapy or health-related topics;
3. Familiarity with the health care sector and understanding of stakeholder groups.

## Responsibilities:

The Advisory Panellist collaborates with the other panellists, the Co-Editors and CAOT to:

1. Identify strategic subject areas and themes for the publication.
2. Review previously collected consultation feedback to inform manuscript vision and content.
3. Provide feedback on the table of contents.
4. Provide recommendations for consultation processes and stakeholder involvement related to table of contents, format, and marketing strategies.
5. Assist with, and participate in consultations where possible.
6. Recommend marketing ideas and audiences for the new publication.

**Term:** Candidates must be able to commit to the full appointment. The position is an 18-month term starting on October 1, 2019 and ending on March 31, 2021 with a workload varying between 4 and 6 hours per month.

## Application:

Provide a curriculum vitae and cover letter responding to the information requested below:

- Name, credentials, title, current institution/organization (if applicable)
- Address, phone number(s), and e-mail address
- Education and training, clinical experience and expertise in occupational therapy and/or health care sector
- Experience in writing and publications including skills and qualifications to serve as reviewer or advisor
- Experience in collaborating to a team's work in the creation of resource documents
- If applicable, show how your current institution/organization/position will allow you time and flexibility to adjust your schedule to fulfill the responsibilities of Panellist

Complete application must be received not later than September 9, 2019. Only selected candidates will be contacted for an interview.

<b>Submit to:</b>	<b>Queries to:</b>
Suzanne Maurice, CHRP Director of Administration, Canadian Association of Occupational Therapists (613) 523-CAOT (2268)/ (800) 434-CAOT (2268) ext 228, <a href="mailto:smaurice@caot.ca">smaurice@caot.ca</a>	Julie Lapointe, erg., OT Reg. (Ont.), PhD Director of Knowledge Translation Programs, Canadian Association of Occupational Therapists Tel: 613-523-2268 ext.260 / 1 800 434-2268, <a href="mailto:practice@caot.ca">practice@caot.ca</a>