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Academic Council of Occupational Therapy of ALL INDIA OCCUPATIONAL THERAPISTS' ASSOCIATION

Standard Guidelines for other than AIOTA & State Councils of OT

Certification Courses / Seminars / Workshops/ Webinars conducted for Maintaining & Promoting Quality Service Delivery & Ethical Occupational Therapy Practice

Academic Council of Occupational Therapy (ACOT), is constituent academic body of All India Occupational Therapists' Association (AIOTA) (The Founder Council member of World Federation of Occupational Therapists) responsible to maintain the minimum standards of Occupational Therapy Education & Research in India.

The ACOT is also responsible for up-grading the knowledge & skill base of Occupational Therapy professionals with latest advancements in the field of Occupational Therapy Practice, by imparting & improvising Quality OT services abiding by the ethical guidelines of clinical practices across India. This makes it essential to regularly & systematically organise and monitor conduct of academic courses (BOT/BOTH, MOTH/ MOT, PhD etc.), certification courses, Continuing Occupational Therapy Education (COTE), seminars, workshops, webinars & conferences etc. The ACOT strictly adheres and bound to maintain the level of all Occupational Therapy education & Research programs as per the International Standards.

In view of the above mandate to maintain Quality service delivery, prevent / stop any sort of malpractice and follow the ethical guidelines for clinical practice, ACOT strongly suggests following guidelines to be followed strictly to conduct any Certification / Short-term or Long term Courses / Seminars / Workshops / Webinars & Conferences on topics related to Occupational Therapy practice which can be conducted / organized by:-

AIOTA accredited Institution / College / School or any Hospital /Institution/Centre/Clinic of repute or Registered Member of AIOTA

***Note:**

The prior approval of ACOT for the above mentioned course/ certificate/COTE/Seminar is Essential

The Guidelines

1. The Resource person / Faculty / Subject expert for the domains or area of occupational therapy practice should preferably be a Qualified, Registered & Experienced Occupational Therapy professional from ACOT recognized Institution/College/School.
2. The resource person should possess specific qualification & expertise /experience in the subject of the program & also he/she should be authorised to train / conduct that particular course by the original authority (**Enclose relevant supporting documents**).
3. If required, the qualified & experienced professionals / experts from the field of Medicine/ Surgery or any other associated fields registered with their respective national body / State Council as applicable, can also be nominated as Faculty in wider interest of the OT profession.
4. The resource person must have a valid licence to practice.
5. The prior information along with the applied aspects of the above mentioned programs/Seminar/COTE/Certification Program/ Courses should be sent to AIOTA/ACOT for the purpose of endorsement as well as for displaying information on the AIOTA's official website, social and print media for its promotion as and when required.
6. The target population for certification courses should be qualified Occupational Therapy Professionals (BOTH/BOT/MOTh/MOT/PhD.) from AIOTA recognized college/ Institution/School only. All the participants should be registered members of AIOTA or those with membership under consideration.
7. For programs/Seminar/COTE, the BOT students / interns may also be considered provided their Institution / College / School is either accredited by AIOTA or their Institution /

- College / School is under process of accreditation by AIOTA (includes Institution / College / School who are in the process of getting accredited by AIOTA within next 3 years).
8. The standard of Certification Program /COTE /Seminar should be formulated with well-defined objectives and high Quality of Course contents
 9. The subject not related to the domain of OT practice should preferably be avoided.
 10. The Certification courses/Seminars/COTE should not be mere repetition of the topics already covered in UG teaching. The content should emphasize upon the enhanced knowledge and applied aspects of the subject.
 11. The Institutional / Hospital based Orientation/Sensitization and awareness lecture of one to one & half hour for professionals other than OT can be conducted by Occupational Therapy professionals. However it does not permit such non OT professional to practice/dictate Occupational Therapy profession after delivering such talks.
 12. The Orientation/Sensitization/ awareness programs of very short duration for Parents/Self Help group and other Non-Professionals can be conducted provided they are NOT meant for practicing occupational therapy clinically or training others by them in future.
Note*:- The written Undertaking & Oath from the participants is mandatory stating that they will not practice in their own capacity any of the above interventions learned during such programs to avoid any Legal implications
 13. The content of all such programs should be:-
 - a. To promote & enhance knowledge & practice skills of Occupational therapy with emphasis on clinical reasoning.
 - b. To review the theoretical & clinical knowledge and learn applied aspect of various practice domains of OT
 - c. To promote & update an evidence based Occupational Therapy practice.
 - d. To **augment/promote** research and development in Occupational therapy

14. Organizations should specify the target audience & make arrangements for advance publicity to the targeted group of participants.
15. The objective of any Seminars/ Workshops/ Courses/ Webinars should not be commercial.
16. The certificate of participation should be awarded by the host organization as per the guidelines / instruction by ACOT/AIOTA.
17. The Inventor /Principal author / Researcher of Occupational Therapy technique/approach should be encouraged to get the accreditation of their course / certificate from ACOT to increase its credibility which will be under the purview of original researcher only.
18. The total hours (as per the content and duration) of the course should be mentioned on the certificate. The duration and days of the course should be explicitly mentioned on the certificate.
19. After the completion the program, the host organization should submit the detail of the resource persons and attendees (Name, Age, Qualification, Contact no., Email, Address, Place of work, Designation, AIOTA membership no. etc.) to ACOT/AIOTA. The AIOTA may upload the detail on its official website.
20. All OT Professionals are requested to follow all **ABOVE** guidelines in an ethical manner before attending OR Conducting any OT educational programs.
21. The organiser of OT educational Program is duty bound to comply with above guidelines before issuing the valid certificate. Failing which, it will be considered as **INVALID** by AIOTA for any professional purpose.
22. To safe guard the OT profession in India at large, any occupational therapist found to be indulging in conducting any kind of OT education programs without implementing the above **guidelines & maintaining the professional ethics** would be liable to face the consequences of in-disciplinary action by AIOTA
23. If any OT personnel uses an **INVALID CERTIFICATE** to practice, he/she will also be considered for disciplinary action by the AIOTA. In addition to this, his/her unethical

practice will be considered as **MALPRACTICE**.

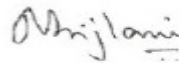
24. AIOTA may display the information regarding VALID CERTIFICATION COURSES

as well as **MALPRACTITIONERS** on its official website in the interest of public at large.



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Dr. Jyothika Bijlani

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