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**COT Specialist Section Children, Young People and Families Business Plan 07/08**

<b>Objective 1.</b>	<b>Task</b>	<b>Person Heading</b>	<b>Target</b>	<b>Budget</b>	<b>Activity Indicator</b>	<b>Progress</b>
<b>Maintain clear communication channels between NEC, regional committees and regional network members.</b>	To support the activity of the regional groups including training, group meetings, and support to members.	Regional Co-ordinator, Treasurer, NEC Committee	1. To update the regional handbook for use with the regional groups. 2. Develop use of the website for national and regional communication.	<ul style="list-style-type: none"> <li>• Regional group meetings – to be costed following regional budgets being centralised.</li> <li>• Reg. rep meetings twice a year - £3500</li> <li>• Meeting to relaunch Regional handbook - £100</li> <li>• NEC meetings 3 times a year - £3500</li> </ul>	<ol style="list-style-type: none"> <li>1. Regional Handbook re launched April 2008.</li> <li>2. Website Regional Pages established and maintained.</li> <li>3. 80% attendance at Regional Reps meeting</li> </ol>	Ongoing

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<b>Objective 2.</b>	<b>Task</b>	<b>Person Heading</b>	<b>Target</b>	<b>Budget</b>	<b>Activity Indicator</b>	<b>Progress</b>
<b>Develop Clinical Advisors Role</b>	To set up a national network of clinical advisors providing a service to the members, COT and consultation processes	Practice and Education sub group	1. For CAs to be appointed by Spring 2008 2. System for access, development and Support set up by the NEC.	1. Initial meeting to select CAs and launch service £500 2. Induction day – £2000 approx 3. National meetings once a year -£1000	1. Recruitment of members into roles. 2. Structure for support. 3. Clear pathway for responses to requests for expert opinion.	Ongoing

<b>Objective 3.</b>	<b>Task</b>	<b>Person Heading</b>	<b>Target</b>	<b>Budget</b>	<b>Activity Indicator</b>	<b>Progress</b>
<b>Postal survey of UK based children's occupational therapists to identify competencies, research and</b>	Proposal to survey the needs of occupational therapists, using existing web-based questionnaires, used with	Jackie Casey All NEC	Proposal written by July 2006, Joint proposal (Sylvia Rodger/Ted Brown) developed at WFOT conference	Cost neutral for 2006 as completed in own time with University based resources Budget will need review for 2007	Proposal Written COT research governance guidelines undertaken LREC (UU) committee consulted	Literature review undertaken, Meeting with co-researcher undertaken Proposal currently underway

<b>practice needs.</b>	children's OT's in Australia/Canada.		Research Plan identified to complete project in 2007	£2500 max	Preliminary report for NEC July 2007	
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<b>Objective 4.</b>	<b>Task</b>	<b>Person Heading</b>	<b>Target</b>	<b>Budget</b>	<b>Activity Indicator</b>	<b>Progress</b>
<b>Ensure Journal publication and ongoing process review</b>	To ensure publication of the journal, reviewing submissions and processes.	Jackie Casey Penny Berry NEC	To continue with the publication of high quality journal	1.Editing £1900.00 2.Printing £5500 3. Mailing £3000 4.One review Meeting (approx 7 people) £1000	1. Regular communication between Journal editor and NEC. 2. Publication of the journal 3 x Year.	Ongoing

<b>Objective 5.</b>	<b>Task</b>	<b>Person Heading</b>	<b>Target</b>	<b>Budget</b>	<b>Activity Indicator</b>	<b>Progress</b>
<b>Ensure the continuing development of the Website</b>	To continue website development and establish the website as reliable and up to date source of information for members	Publicity Group Heidi Stanley Sarah Little Catriona Ogilivy All NEC	List of tasks to be undertaken	1. Meeting of the Publicity group twice a year with COT to review website. £300	1.Website team established 2. Meeting with COT IT set up with regular contact. 3. Develop pages for the regional groups.	Ongoing

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<b>Objective 6.</b>	<b>Task</b>	<b>Person Heading</b>	<b>Target</b>	<b>Budget</b>	<b>Activity Indicator</b>	<b>Progress</b>
<b>Ensure ongoing support and lead on education and practice issues for members.</b>	To continue review of education and to re-establish strong education and practice links. For the members of this group to attend SSCF meetings and lead on development of practice guidelines	Jackie Casey Eve Hutton (Research) Tessa Hyde	Lead on practice guidelines, clinical advisors. Provide clear lead for research priorities.	Cost Neutral	Attendance SSCF at meetings - Response to member practice & research enquiries. - provide reports & updates for journal - Review formally three times/ year research queries - develop induction training for Clinical advisors	Ongoing

<b>Objective 7.</b>	<b>Task</b>	<b>Person Heading</b>	<b>Target</b>	<b>Budget</b>	<b>Activity Indicator</b>	<b>Progress</b>
<b>SSCYPF conference 2008</b>	To organise 2 study events and support the national CAMHS	NEC Conference/Study event committee	To offer members 2 one day study events.	To be detailed by committee.	1. Provide 2 study events on clinical areas decided by members.	

	conference				2. Formation of committee by end of Jan 2008. 3. Support National CAMHS conference in May.	
<b>Objective 8.</b>	<b>Task</b>	<b>Person Heading</b>	<b>Target</b>	<b>Budget</b>	<b>Activity Indicator</b>	<b>Progress</b>
<b>Development of Children's policy guidelines</b>	To update children's policy guidelines in partnership with COT policy	Practice and Education subgroup All of NEC Julia Roberts Link with regional groups	To publish one practice guideline (acute) and begin work on another(?autistic spectrum disorders)	Cost neutral initially but to be reviewed and possible application to COT for grant.	1. Acute guidelines published. 2. Working party set up with Regional group responsible for ASD draft guidelines 3.ASD guidelines submitted to Julia Roberts.	Submission made to COT for funding to write guidelines on 'Paediatric oncology'
<b>Objective 9.</b>	<b>Task</b>	<b>Person Heading</b>	<b>Target</b>	<b>Budget</b>	<b>Activity Indicator</b>	<b>Progress</b>
<b>Practice Information Leaflets</b>	- to update clinical practice leaflets - to identify new areas for additional leaflets.	Practice and Education subgroup  Publicity subgroup	To update and produce 5 clinical practice leaflets available in electronic format	£500 approx to produce a hard copy sample for launch	1. identification of existing leaflets 2. identify priority for update	ongoing Trawl of existing leaflets completed (5 identified) (Aug. 07)

					<ul style="list-style-type: none"> <li>3. working groups identified with specialisms to review and update content</li> <li>4. leaflets completed and approved by NEC</li> <li>5. leaflets made available online for members to download</li> </ul>	
<b>Objective 10.</b>						
<b>Promote links with COT and other Specialist Sections.</b>	To attend the COT conference to promote Specialist Section.	Eve Hutton	To promote membership of Specialist Section.	Attendance for member of NEC for chairing or fringe meeting £500.	Attendance at fringe meeting at COT	