

Document Framework Application - Proposer Profile & Interest Declaration

Proposer Profile

OTA is committed to the development of formal professional practice and standards documents and guidelines. OTA members may use this application form to put forward a proposal to the OTA Board for the development of a formal professional practice document.

The proposal must be based on an informal literature review and environmental scan.

Please refer to the OTA Framework: Formal Professional Practice Documents and Publications 2022 for further information on the application process.

First name

Last name

Role

Email

Phone

Date

Member number

Affiliations

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Qualifications

Experience in the field

Research

Publications

Summary/conclusions

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Interest Declaration

Occupational Therapy Australia places great importance on making clear any existing interests or potential conflicts of interest for members contributing to the development of OTA formal documents. As such OTA requires all persons involved in the development of OTA formal documents to disclose any interests which may have a bearing on or be connected with their role with OTA. This includes any conflict of interest, real or apparent, that is relevant to their individual role and responsibilities.

A real conflict of interest exists if the personal interest of an individual improperly influence the performance of his or her duties in relation to business of OTA or the information or decision making process provides benefit to a competing organisation which the Committee member represents. An apparent (or perceived) conflict of interest exists if the personal interests of an individual appear to, or could appear to, improperly influence the performance of his or her official duties. Apparent conflicts of interest can be just as damaging to public and professional as a real conflict of interest.

This form requires individuals to disclose details of all material personal interests that are relevant to their role and responsibilities in the development of OTA formal documents. A personal interest is material if it gives rise to a real or apparent conflict of interest. As a general guide, a personal interest is considered material if any reasonable person could draw a connection between the interest and the relevant individual's role and responsibilities.

Name of interest/arrangement

Brief description of actual or perceived conflict

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Interest Declaration

I have read and disclosed all relevant actual or potential conflicts of interest. If at any time following submission of this form, I undertake any new interests, become aware of any actual or perceived conflicts of interest, or if the information provided below becomes inaccurate or incomplete, I will notify the OTA representative, in writing within one working week of the interest or conflict arising.

Proposer Signature

Proposer Name

Member Number

Date