

**CAOT Professional Development Proposal**

CAOT is seeking proposals for evidence-informed and occupation-based professional development activities for Canadian occupational therapists. Please use the proposal form below to describe the professional development activity you would like to present, facilitate or develop the content for.

**Type of professional development activity (please check all that apply)**

[ ]  Webinar: One-hour live presentation (including a facilitated 10-15-minute question and answer period) ideal for sharing knowledge and resources on a particular topic, as well as answering live questions. These webinars are recorded and made available as On-Demand Webinars following the live presentation.

[ ]  Workshop: One- to three-day live in-person events that involve presentations, demonstrations, group discussions and hands-on activities.

[ ]  Self-study module: One to four modules with 30 to 90 minutes of content including a prerecorded presentation with engaging features for learning (e.g., videos, quizzes, case studies).

[ ]  Hybrid workshop: Workshop with webinar or self-study module for preparation or follow up.

**Desired length** (e.g., number of webinars, number of days for workshop, number and length of self-study modules)

**Title**

**Presenter(s)**

|  |  |  |
| --- | --- | --- |
|  | *Presenter 1* | *Presenter 2 (if applicable)* |
| Name |  |  |
| Mailing address |  |  |
| Email address |  |  |
| Telephone number |  |  |

**Presenter’s biography** (including education, relevant teaching experience and presentations, relevant work experience, research, etc.)

**Brief description of what you will present and why** **(100 words max)**

**Learning objectives** (i.e. After taking part in this professional development activity, participants will be able to state, define, recognize, identify, understand current practices in, apply, etc.)

Participants will:

**Topics covered** (workshop only)

Day 1

* .

Day 2 (if applicable)

* .

**Learning modalities**

Please check the modalities you would like to include in this professional development activity.

[ ]  Lecture

[ ]  Videos/multimedia

[ ]  Live Q&A

[ ]  Quizzes

[ ]  Demonstrations

[ ]  Group discussions

[ ]  Hands-on practice

[ ]  Readings

[ ]  Simulations or games

[ ]  Self-study projects or presentations

☐ Other?

**Key references**

Please indicate some key references to highlight that your proposal is evidence-informed.

**Level of experience**

Please check the one most appropriate level for the intended content. There is a demand for intermediate and advanced level professional development.

[ ]  Beginner (0-2 years of experience in this specific practice or topic area)

[ ]  Intermediate (3-5 years of experience in this specific practice or topic area)

[ ]  Advanced (More than 5 years of experience in this specific practice or topic area)

**Target audience**

Please check who this professional development activity would be appropriate for (check all that apply).

[ ]  Occupational therapists

[ ]  Students in occupational therapy programs

[ ]  [Occupational therapist assistants (OTAs)](http://www.caot.ca/document/4273/SupportPer_Profile.pdf)

[ ]  Physiotherapists

[ ]  Speech-language pathologists

[ ]  Dieticians

[ ]  Other health professionals

[ ]  Teachers

[ ]  Family members/caregivers

[ ]  Other?

**Relevance for client age groups**

Please check the client age group(s) that this professional development activity would be appropriate for.

[ ]  Young children (0-4 years old)

[ ]  Children (5-12 years old)

[ ]  Adolescents (13-19 years old)

[ ]  Adults (20-64 years old)

[ ]  Seniors (65+ years old)

**Relevance for areas of practice**

Please check the area(s) of practice that this professional development activity would be appropriate for. The examples in parentheses are intended to assist with consistency and clarity but may not represent an exhaustive list.

[ ]  Mental health *(depression, anxiety, schizophrenia, etc.)*

[ ]  Cognitive *(dementia, brain injuries, delirium, amnesia, intellectual disabilities, neurodevelopmental disorders)*

[ ]  Neurological/neuromuscular *(stroke, Parkinson’s disease, spinal cord injuries, epilepsy, ALS, multiple sclerosis, etc.)*

[ ]  Musculoskeletal *(carpal tunnel syndrome, tendinitis, back pain, shoulder injuries, arthritis, fibromyalgia, bone fractures, etc.)*

[ ]  Cardiovascular and respiratory *(heart disease, arrhythmia, deep vein thrombosis, chronic obstructive pulmonary disease, asthma. cystic fibrosis)*

[ ]  Digestive/metabolic/endocrine *(dysphagia, swallowing disorders, diabetes, obesity, osteoporosis, thyroid diseases)*

[ ]  General physical health *(applies to many physical health conditions and physical health conditions not listed above such as sensory loss)*

[ ]  Vocational rehabilitation *(return to work, working with employers and/or in workplaces, optimizing work environments for physical and mental health)*

[ ]  Palliative/end-of-life care *(particular relevance for those working with clients of any age who are palliative or who need end-of-life care)*

[ ]  Health promotion and wellness *(implementing a range of social and environmental interventions including promoting health behaviours, creating supportive environments, enabling people to increase control over and to improve their health)*

[ ]  Client service management *(particular relevance for clinical practice leaders or managers)*

[ ]  Medical/legal *(particular relevance to occupational therapists who testify in court)*

[ ]  Researchers *(particular relevance to those conducting research)*

[ ]  Educators *(particular relevance to those with a primary role in providing education to post-secondary students or health care professionals)*

[ ]  Service administration *(business management, strategic planning, public relations, accounting, regulatory compliance, human resources)*

**Availability**

Please check the month(s) of the year that are generally good for you in 2018 and in 2019 to be able to present a professional development activity.

[ ]  August 2018

[ ]  September 2018

[ ]  October 2018

[ ]  November 2019

[ ]  December 2019

[ ]  January 2019

[ ]  February 2019

[ ]  March 2019

[ ]  April 2019

[ ]  May 2019

[ ]  June 2019

[ ]  July 2019

[ ]  August 2019

[ ]  September 2019

**Audio-visual equipment required** (workshop only)

Presenters are responsible for bringing their own laptop and connecting cord (e.g., HDMI, micro HDMI) to the workshop venue. As a standard, CAOT will provide a projector, a screen and a wired microphone. The possibility of a wireless microphone can be discussed if the workshop accommodates at least 50 participants. Please note the additional equipment you would require:

[ ]  Speakers (e.g., to hear sound from video throughout room)

[ ]  Flipchart and markers

[ ]  Whiteboard and markers (if available)

[ ]  Internet connection

[ ]  Other?

**Minimum and maximum number of participants permitted** (workshop only)

|  |  |
| --- | --- |
| Minimum |  |
| Maximum |  |

**Preference of room style** (workshop only)

(e.g., theatre style, classroom style, chevron style, boardroom)

**Other special requirements or comments**

Please submit this completed proposal to education@caot.ca.