

## Procedures for Policy: Instructors in Good Standing

Developed By: Knowledge Translation Committee

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Procedure for items a) and b) of the policy of *Instructors in Good Standing* (no. Version 1.0 P0008) :

### 1. Being an associate member of ICAN entitled to give CO-OP Approach workshops

	Action	Who	When	Document to be used
1	A new instructor has successfully finalized the certification for CO-OP therapist and the certification process for CO-OP instructor for receiving a ICAN CO-OP instructor contract. For CO-OP instructors who are an associate member of ICAN, it is expected that s/he has given the last two years a CO-OP workshop, for receiving a new contract.	ICAN office	The new instructor receives his/her certificate and contract after finishing the certification, including giving a workshop with an experienced instructor.  The other instructors receive one month before the renewal the new contract.	Certificate and contracts managed by ICAN office.
2	Signing the contract of ICAN associate and paying the associate fee	CO-OP instructor	Every two years	ICAN office sends out the contract and link for payment via email.
3	Once both, the signed contract and the payment has been received, ICAN office issues the CO-OP instructor certificate	ICAN office	Bi-annually	Certificate will be send via email.
4	If the CO-OP instructor, either does not respond or responds in part, the ICAN office will send a first reminder with c.c. to regional coordinator to ask for full response.	ICAN office	~2 weeks after the initial request	Reminder via email
5	If the CO-OP instructor does not respond to the first reminder, ICAN office will send a second_ reminder with c.c. to regional	ICAN office	~4 weeks after initial request	Reminder via email

	coordinator to ask for full response.			
6	If the CO-OP instructor responds by indicating s/he choose not to renew the contract, there can be a discussion with ICAN to determine their intentions and plans for going forward.	ICAN office	As soon as know or either ~4 weeks after the initial request.	Email from ICAN office to instructor with c.c. regional coordinator, confirming the details of the withdrawal.
7	If the CO-OP instructor is not responding on the initial email and on two reminders of the ICAN office, this will be seen as a sign of withdrawal as CO-OP instructor	ICAN office	Around 6 weeks after initial request of the ICAN office for signing contract and paying associate fee	Email from ICAN office to instructor with c.c. regional coordinator, describing not answering is interpreted as a withdrawal with its consequences.

**Procedures for item c) of the policy of *Instructors in Good Standing* (no. Version 1.0 P0008) :**

**2. Providing information on planned, completed or canceled workshops**

	<b>Action</b>	<b>Who</b>	<b>When</b>	<b>Document to be used</b>
1	Initiate the process of planning a workshop by informing the regional coordinator or instructor(s) in your region about a planned CO-OP workshop and get agreement.	CO-OP instructor	As soon as known	In your usual communication style e.g., email, what's app, talk
2	Inform the ICAN office and regional coordinator about a planned CO-OP workshop and initiate the hosting fee process providing all relevant information	CO-OP instructor	As soon as known	<a href="#">Planning a CO-OP workshop</a>  <a href="#">Contact details of host</a>
3	Discuss with host the evaluation process	CO-OP instructor	As soon as known	The host can use their own evaluation form or the form developed by KTC <a href="#">here</a> .
4	The instructor can check the announcement of the CO-OP workshop at the ICAN website <a href="#">here</a>	CO-OP instructor	As soon as the instructor has informed the office	ICAN office uses the information provided by the instructor at step 2

5	If the workshop needs to be canceled inform ICAN office and regional coordinator	CO-OP instructor	As soon as possible but no later than 4 weeks before the first day of the workshop	<a href="mailto:info@icancoop.org">info@icancoop.org</a> and via usual communication style with regional coordinator
6	ICAN office will ask the host to pay the host fee.	ICAN office	Invoice will be send out 3 weeks and is due 2 weeks before workshop takes	ICAN office will send email to host with a link for payment, with c.c. to instructor.
7	Instructor is informed that the fee is paid.	ICAN office	~2 weeks before the start of the workshop	Email to instructor(s)
8	Instructor informs ICAN that the workshop has been completed	CO-OP instructor	As soon as possible after the workshop	Via email or you can you conduct step 1) of the next Actions: Providing evaluations of the workshop

### 3. Providing evaluations of workshop

	Action	Who	When	Document to be used
1	Provide ICAN office information about the given workshop 1) Dates of day 1-2 and 3 2) Country, place were WS took place 3) Number of participants 4) Background of participants: OT, PT 5) Roles of participants: clinician, researcher, other 6) Professional field: children, adults, combined,..etc. 7) In-house or open registration 8) Names of CO-OP instructor(s)	CO-OP instructor	As soon as possible after the CO-OP workshop	<a href="#">Info about a given CO-OP workshop</a>
2	The host organisation collects evaluation information. If they don't collect information, you can propose to ask the participations to fill in questionnaire of ICAN	CO-OP instructor	Immediately after finishing CO-OP workshop	Evaluation form host organisation or evaluation form developed by KTC <a href="#">here</a> .
3	Make sure the host organisation sends you the outcome of the evaluation	CO-OP instructor	Few weeks after CO-OP workshop	In the way the host organisation prefer this type of communication

4	Sending evaluation data to regional coordinator	CO-OP instructor	As soon as the evaluation data are shared with you	Via usual communication style with regional coordinator
5	Instructor and regional coordinator draft an English summary	CO-OP instructor	The latest 8 weeks after the CO-OP workshop	Via usual communication style with regional coordinator
6	Regional coordinator will send the summary of the evaluation of the workshop to ICAN office	CO-OP instructor	The latest 8 weeks after the CO-OP workshop	Email to <a href="mailto:info@icancoop.org">info@icancoop.org</a>
7	If there is something of concern in the evaluation, the regional coordinator and chair KTC discuss the concern with the instructor and create together an action plan	CO-OP instructor	The latest 8 weeks after the CO-OP workshop	Discussion in-person or at an online meeting.

#### 4. Participation at scheduled ICAN instructors meeting

	Action	Who	When	Document to be used
1	Confirming participation (live or online)	CO-OP instructor	Answering the request of ICAN office	Send via email
2	CO-OP instructor can give input for the agenda of the meeting	CO-OP instructor	~ 4 weeks before the meeting takes place	Email to contact person of Community of Practice
3	Establishing aim and agenda of the meeting.	ICAN	4-3 weeks before meeting takes place	
4	CO-OP instructor will receive information about 1) Physical and virtual place of the meeting 2) Agenda with different timeslots 3) Possibly, additional information about traveling, accommodation	ICAN	3-2 weeks before meeting takes place	Email from ICAN office to CO-OP instructors
5	CO-OP instructor can give feedback about the meeting verbally or in written form	CO-OP instructor	At the end or immediately after meeting	Part of the meeting and/or email - questionnaire can be send out via ICAN Office
6	A certificate of attendance will be issued for those present for at	ICAN office	After the meeting	Certificate templates

	least 50% of the instructors' meeting (in person or virtually)			
7	The minutes of the meeting and additional documents will be shared	ICAN	A few weeks after het meeting	See Dropbox folder for CO-OP instructors <a href="#">here</a>