
Enforcement Procedures for the *Occupational Therapy Code of Ethics* (edited 2007)

1. Introduction

The American Occupational Therapy Association (AOTA) and its members are committed to furthering each individual's ability to function fully within his or her total environment. To this end, the occupational therapist and occupational therapy assistant render services to clients in all phases of health and illness, to institutions, to organizations, to other professionals and colleagues, to students, and to the public.

The AOTA's *Occupational Therapy Code of Ethics*, its *Guidelines*, and its *Core Values* (hereinafter jointly referred to as "Ethics Standards") are public statements of values and principles to use as a guide in promoting and maintaining high standards of behavior in occupational therapy.

The Ethics Standards apply to occupational therapy personnel at all levels. They apply to professional roles such as those of practitioner, educator, fieldwork educator or coordinator, clinical supervisor, manager, administrator, consultant, faculty, program director, researcher/scholar, private practice owner, entrepreneur, student, and other professional roles, including elective and appointed volunteer roles within the AOTA. More broadly, these Ethics Standards apply not only to conduct within occupational therapy roles but also to conduct that may affect the performance of occupational therapy or the reputation of the profession. The principal purposes of the Ethics Standards are to help protect the public and to reinforce its confidence in the occupational therapy profession rather than to resolve private business, legal, or other disputes for which there are other more appropriate forums.

To ensure compliance with the Ethics Standards, these *Enforcement Procedures* are established and maintained by the Ethics Commission and (hereinafter referred to as the "EC"). Acceptance of membership in the AOTA commits members to adherence to the Ethics Standards and cooperation with its Enforcement Procedures. The EC urges particular attention to the following issues.

- 1.1. **Professional Responsibility, Other Processes**—All occupational therapy personnel have an obligation to maintain the standards of ethics of their profession and to promote and support these standards among their colleagues. Each member must be alert to practices that undermine these standards and is obligated to take action that is appropriate in the circumstances. At the same time, members must carefully weigh their judgments as to potentially unethical practice to ensure that they are based on objective evaluation and not on personal bias or prejudice, inadequate information, or simply differences of professional viewpoint. It is recognized that individual occupational therapy personnel may not have the authority or ability to address or correct all situations of concern. Whenever feasible and appropriate, members should first pursue other corrective steps within the relevant institution or setting before resorting to the AOTA ethics complaint process.
- 1.2. **Jurisdiction**—The Code of Ethics (hereinafter referred to as the "Code") applies to persons who are or were members of the AOTA at the time of the conduct in question. Later nonrenewal or relinquishment of membership does not affect AOTA jurisdiction. The Code that is applicable to any complaint shall be the Code in force at the time the alleged act or omission occurred, unless the date of the alleged act or omission cannot be precisely determined. In that case, the conduct shall be judged by the Code in force on the date of the complaint.

- 1.3. Disciplinary Actions/Sanctions (Pursuing a Complaint)**—If the EC determines that unethical conduct has occurred, it may impose sanctions, including reprimand, censure, probation, suspension, or permanent revocation of membership in the AOTA. In all cases, except those involving only reprimand, the AOTA will report the conclusions and sanctions in its official publications and will also communicate to any appropriate persons or entities. The potential sanctions are defined as follows:
- 1.3.1. Reprimand**—A formal expression of disapproval of conduct communicated privately by letter from the Chairperson of the EC that is nondisclosable and noncommunicative to other bodies (e.g., state regulatory boards [SRBs]; National Board for Certification in Occupational Therapy, hereinafter known as “NBCOT[®]”).
 - 1.3.2. Censure**—A formal expression of disapproval that is public.
 - 1.3.3. Probation of membership subject to terms**—Failure to meet terms will subject a member to any of the disciplinary actions or sanctions.
 - 1.3.4. Suspension**—Removal of membership for a specified period of time.
 - 1.3.5. Revocation**—Permanent denial of membership.
 - 1.3.5.1.** If an individual is on either the Roster of Fellows (ROF) or the Roster of Honor (ROH), the chairperson of the EC (via the EC staff liaison) shall notify the Chairperson of the Recognitions Committee (and Executive Director) of their membership revocation. That individual shall have their name removed from either the ROF or the ROH and no longer has the right to use the designated credential of FAOTA or ROH.
- 1.4. Educative Letters**—If the EC determines that the alleged conduct, even if proven, does not appear to be unethical but may not be completely in keeping with the aspirational nature of the Code or within the prevailing standards of practice or good professionalism, the EC may send a letter to educate the Respondent only regarding standards of practice and/or good professionalism. In addition, a different educative letter, if appropriate, may be sent to the Complainant.
- 1.5. Advisory Opinions**—The EC may issue general advisory opinions on ethical issues to inform and educate the membership. These opinions shall be publicized to the membership.
- 1.6. Rules of Evidence**—The EC proceedings shall be conducted in accordance with fundamental fairness. However, formal rules of evidence that are employed in legal proceedings do not apply to these *Enforcement Procedures*. The Disciplinary Council (see Section 5) and the Appeal Panel (see Section 6) can consider any evidence that they deem appropriate and pertinent.
- 1.7. Confidentiality and Disclosure**—The EC develops and adheres to strict rules of confidentiality in every aspect of its work. Maintaining confidentiality throughout the investigation and enforcement process of a formal ethics complaint is essential in order to ensure fairness to all parties involved. These rules of confidentiality pertain not only to the EC but also apply to others involved in the complaint process. Beginning with the EC staff liaison and support staff, strict rules of confidentiality are followed. These same rules of confidentiality apply to complainants, respondents and their attorneys, and witnesses involved with the EC’s investigatory process. Due diligence must be exercised by everyone involved in the investigation to avoid compromising the confidential nature of the process. Any AOTA member who breaches these rules of confidentiality may become subject to an ethics complaint/investigatory process himself or herself. Non-AOTA members may lodge an ethics complaint against an AOTA member, and these individuals are still expected to adhere to AOTA’s confidentiality rules. The AOTA reserves the right to take appropriate action against non-AOTA members who violate confidentiality rules, including notification of their appropriate licensure boards, etc.

1.7.1. Disclosure—When the EC investigates a complaint, it may request information from a variety of sources. The process of obtaining additional information is carefully executed in order to maintain confidentiality. The EC may request information from a variety of sources, including state licensing agencies, academic councils, courts, employers, and other persons and entities. It is within the EC’s purview to determine what disclosures are appropriate for particular parties in order to effectively implement its investigatory obligations. Public sanctions by the EC, Disciplinary Council, or Appeal Panel will be publicized as provided in these Procedures. Normally, the EC does not disclose information or documentation reviewed in the course of an investigation unless the EC determines that disclosure is necessary to obtain additional, relevant evidence or to administer the ethics process or is legally required.

Individuals who file a complaint (i.e., complainant) and those who are the subject of one (i.e., respondent) must not disclose to anyone their role in an ethics complaint. Disclosing this information in and of itself may jeopardize the ethics process and violate the rules of fundamental fairness by which all parties are protected. Disclosure of information related to any case under investigation by the EC is prohibited and, if done, will lead to repercussions as outlined in these Procedures (see Section 2.2.3.).

2. Complaints

2.1. Interested Party Complaints

2.1.1. Complaints stating an alleged violation of the Code may originate from any individual, group, or entity within or outside the Association. All complaints must be in writing, signed by the complainant(s), and submitted to the Chairperson of the EC at the address of the AOTA’s headquarters. Complainants must complete the Formal Statement of Complaint Form at the end of this document. All complaints shall identify the person against whom the complaint is directed (the respondent), the ethical principles that the complainant believes have been violated, and the key facts of the alleged violations. If lawfully available, supporting documentation should be attached.

2.1.2. Within 90 days of receipt of a complaint, the EC shall make a preliminary assessment of the complaint and decide whether it presents sufficient questions as to a potential ethics violation that an investigation is warranted. Commencing an investigation does not imply a conclusion that an ethical violation has in fact occurred or any judgment as to the ultimate sanction, if any, which may be appropriate. In the event the EC determines that the complaint does not rise to the level of an ethical violation, the EC may direct the parties to utilize *Roberts Rules* and/or other conflict resolution resources via an educative letter. This applies to all complaints including those involving elected/volunteer leadership of the Association related to their official roles.

2.2. Complaints Initiated by the EC

2.2.1. The EC itself may initiate a complaint (a “sua sponte” complaint) when it receives information from a governmental body, certification or similar body, public media, or other source indicating that a person subject to its jurisdiction may have committed acts that violate the Code. AOTA will ordinarily act promptly after learning of the basis of a sua sponte complaint, but there is no specified time limit.

If the EC passes a motion to initiate a sua sponte complaint, the members of the EC will complete the Formal Statement of Complaint Form (at the end of this document) and will describe the nature of the factual allegations that led to the complaint and the manner in which the EC learned of the matter. The Complaint Form will be signed by the Chairperson of the EC on behalf of the EC. The form will be given to the EC staff liaison.

2.2.2. De Jure Complaints—*De jure* sua sponte complaints will proceed as follows:

- a. The EC staff liaison will present to the EC any findings from external sources (as described above) pertaining to members of AOTA that come to his or her attention and that may warrant sua sponte complaints.
- b. Since *de jure* complaints are based upon the findings of fact or conclusions of another official body, the EC will decide whether or not to act based on such findings or conclusions and will not ordinarily initiate another investigation, absent clear and convincing evidence that such findings and conclusions were erroneous or not supported by substantial evidence. Based upon the information presented by the EC staff liaison, the EC will determine whether the findings of the public body also are sufficient to demonstrate an egregious violation of the Code and therefore warrant an ethics charge.
- c. If the EC decides that a formal charge is warranted, the Chairperson of the EC will notify the respondent in writing of the formal charge and the proposed education and/or disciplinary action. In response to the *de jure* sua sponte charge by the EC, the respondent may either
 1. Accept the decision of the EC (as to both the ethics violation and the sanction) based solely upon the findings of fact and conclusions of the EC or the public body, or
 2. Accept the charge that the respondent committed unethical conduct but within 30 days submit to the EC a statement setting forth the reasons why any sanction should not be imposed or reasons why the sanction should be mitigated or reduced, or
 3. Within 30 days, present information showing the findings of fact of the official body relied upon by the EC to initiate the charge is clearly erroneous and request reconsideration by the EC. The EC may have the option of opening an investigation or modifying the sanction in the event they find clear and convincing evidence that the findings and the conclusions of the other body are erroneous.
- d. In cases of *de jure* complaints, a Disciplinary Council hearing can later be requested (pursuant to Section 5 below) only if the respondent has first exercised Option 2 or 3.

2.2.3. The EC shall have the jurisdiction to investigate, charge, or sanction any matter or person for violations based on information learned in the course of investigating a complaint under Section 2.2.2.

2.3. Continuation of Complaint Process—If a member relinquishes membership, fails to renew membership, or fails to cooperate with the ethics investigation, the EC shall nevertheless continue to process the complaint, noting in its report the circumstances of the respondent's action. Such actions shall not deprive the EC of jurisdiction.

3. EC Review and Investigations

3.1. Initial Action—The purpose of the preliminary review is to decide whether or not the information submitted with the complaint warrants opening the case. If in its preliminary review of the complaint the EC determines that an investigation is not warranted, the complainant will be so notified.

3.2. Dismissal of Complaints—The EC may at any time dismiss a complaint for any of the following reasons:

3.2.1. Lack of Jurisdiction—The EC determines that it has no jurisdiction over the respondent (e.g., a complaint against a person who is or was not a member at the time of the alleged incident or who has never been a member).

- 3.2.2. Absolute Time Limit/Not Timely Filed**—The EC determines that the violation of the Code is alleged to have occurred more than 7 years prior to the filing of the complaint.
- 3.2.3. Subject to Jurisdiction of Another Authority**—The EC determines that the complaint is based on matters that are within the authority of and are more properly dealt with by another governmental or nongovernmental body, such as an SRB, NBCOT, an AOTA component other than the EC, an employer, or a court (e.g., accusing a superior of sexual harassment at work, accusing someone of anticompetitive practices subject to the antitrust laws).
- 3.2.4. No Ethics Violation**—The EC finds that the complaint, even if proven, does not state a basis for action under the Code (e.g., simply accusing someone of being unpleasant or rude on an occasion).
- 3.2.5. Insufficient Evidence**—The EC determines that there clearly would not be sufficient factual evidence to support a finding of an ethics violation.
- 3.2.6. Corrected Violation**—The EC determines that any violation it might find already has been or is being corrected, and that this is an adequate result in the given case.
- 3.2.7. Other good cause.**
- 3.3. Investigator (Avoidance of Conflict of Interest)**—The investigator chosen shall not have a conflict of interest (i.e., shall never have had a substantial professional, personal, financial, business, or volunteer relationship with either the complainant or the respondent). In the event that the EC staff liaison has such a conflict, the EC Chairperson shall appoint an alternate investigator who has no conflict of interest.
- 3.4. Investigation**—If an investigation is deemed warranted, the EC Chairperson shall do the following within 15 days: Appoint the EC staff liaison at the AOTA headquarters to investigate the complaint and notify the respondent (by certified, return-receipt mail) that a complaint has been received and an investigation is being conducted. A copy of the complaint and supporting documentation shall be enclosed with this notification. The complainant will also receive notification by certified, return-receipt mail that the complaint is being investigated.
- 3.4.1.** Ordinarily, the investigator will send questions formulated by the EC to be answered by the complainant and/or the respondent.
- 3.4.2.** The complainant shall be given 30 days from receipt of the questions to respond in writing to the investigator.
- 3.4.3.** The respondent shall be given 30 days from receipt of the questions to respond in writing to the investigator.
- 3.4.4.** The EC ordinarily will notify the complainant of any substantive new evidence adverse to the complainant's initial complaint that is discovered in the course of the ethics investigation and allow the complainant to respond to such adverse evidence. In such cases, the complainant will be given a copy of such evidence and will have 14 days in which to submit a written response. If the new evidence clearly shows that there has been no ethics violation, the EC may terminate the proceeding. In addition, if the investigation includes questions for both the respondent and the complainant, the evidence submitted by each party in response to the investigatory questions shall be available to the other party upon their request. The EC may request reasonable payment for copying expenses depending on the volume of material to be sent.
- 3.4.5.** The investigator, in consultation with the EC, may obtain evidence directly from third parties.

- 3.5. **Investigation Timeline**—The investigation will be completed within 90 days after receipt of notification by the respondent or his/her designee that an investigation is being conducted, unless the EC determines that special circumstances warrant additional time for the investigation. All timelines noted here can be extended for good cause at the discretion of the EC, including the EC's schedule and additional requests of the respondent. The respondent and the complainant shall be notified in writing if a delay occurs or if the investigational process requires more time.
- 3.6. **Report**—The investigator's report shall include the complaint and any documentation on which the EC relied in initiating the investigation and shall state findings without recommendations.
- 3.7. **Cooperation by Member**—Every AOTA member has a duty to cooperate reasonably with enforcement processes under the Code. Failure of the respondent to participate and/or cooperate with the investigative process of the EC shall not prevent continuation of the ethics process, and this behavior itself may constitute a violation of the Code.
- 3.8. **Referral of Complaint**—The EC may at any time refer a matter to NBCOT, SRB, or other recognized authorities for appropriate action. Despite such referral to an appropriate authority, the EC shall retain jurisdiction. EC action may be stayed for a reasonable period pending notification of a decision by that authority, at the discretion of the EC (and such delays will extend the time periods under these Procedures). A stay in conducting an investigation shall not constitute a waiver by the EC of jurisdiction over the matters. The EC shall provide written notice by mail (requiring signature and proof of date of receipt) to the respondent and the complainant of any such stay of action.

4. EC Review and Decision

- 4.1. **Charges**—The EC shall review the investigator's report and shall render a decision on whether a charge by the EC is warranted within 90 days of receipt of the report. The EC may, in the conduct of its review, take whatever further investigatory actions it deems necessary. If the EC determines that an ethics complaint warrants a charge, the EC shall proceed with a disciplinary proceeding by promptly sending a notice of the charge(s) to the respondent and complainant by mail with signature and proof of date received. The notice of the charge(s) shall describe the alleged conduct that, if proven in accordance with these *Procedures*, would constitute a violation of the Code. The notice of charge(s) shall describe the conduct in sufficient detail to inform the respondent of the nature of the unethical behavior that is alleged. The EC may indicate in the notice its preliminary view (absent contrary facts or mitigating circumstances) as to what sanction would be warranted if the violation is proven in accordance with these *Procedures*.
- 4.2. **Respondent's Response**—Within 30 days of notification of the EC's decision to charge, and proposed sanction, if any, the respondent shall either
 - 4.2.1. Advise the EC Chairperson in writing that he or she accepts the EC's charge of an ethics violation and the proposed sanction and waives any right to a Disciplinary Council hearing, or
 - 4.2.2. Advise the EC Chairperson in writing that he or she accepts the EC's charge of an ethics violation but believes the sanction is not justified and requests a hearing before the Council on that matter alone, or
 - 4.2.3. Advise the EC Chairperson in writing that he or she contests the EC's charge and the proposed sanction and requests a hearing before the Disciplinary Council.

Failure of the respondent to take one of these actions within the time specified will be deemed to constitute acceptance of the charge and proposed sanction. If the respondent requests a Disciplinary Council hearing, it will be scheduled. If the respondent does not request a Disciplinary Council hearing but accepts the decision, the EC will notify all relevant parties and implement the sanction.

5. The Disciplinary Council

- 5.1. Purpose**—The purpose of the Disciplinary Council (hereinafter to be known as “the Council”) hearing is to provide the respondent an opportunity to present evidence and witnesses to answer and refute the charge and/or the proposed sanction and to permit the EC Chairperson or designee (the “EC Chair”) to present evidence and witnesses in support of his or her charge. The Council shall consider the matters alleged in the complaint; the matters raised in defense; and other relevant facts, ethical principles, and federal or state law, if applicable. The Council may question the parties concerning and determine ethical issues arising from the factual matters in the case even if those specific ethical issues were not raised by the complainant. The Council also may choose to apply Principles (from the AOTA *Occupational Therapy Code of Ethics*) and Guidelines not originally identified by the EC. The Council may affirm the decision of the EC or reverse or modify it if it finds that the decision was clearly erroneous or a material departure from its written procedure.
- 5.2. Parties**—The parties to a Council Hearing are the respondent and the EC Chairperson.
- 5.3. Criteria and Process for Selection of Council Chairperson**
- 5.3.1. Criteria**
- 5.3.1.1. Must currently be a member of a Disciplinary Council or a former EC member who has been off the EC for at least 3 years.
 - 5.3.1.2. Must have experience in analyzing/reviewing cases.
 - 5.3.1.3. May be selected from the pool of candidates for the Council.
 - 5.3.1.4. The EC Chairperson shall not serve as the Council chairperson.
- 5.3.2. Process**
- 5.3.2.1. The Assembly Speaker (in consultation with EC staff liaison) will select the Council chairperson.
 - 5.3.2.2. If the Assembly Speaker needs to be recused from this duty the Vice Speaker will select the chairperson.
- 5.4. Criteria and Process for Selection of Council Members:**
- 5.4.1. Criteria:**
- 5.4.1.1. Association Administrative SOP guidelines in Policy 2.6 shall be considered in the selection of qualified potential candidates for the Council and it shall be composed of qualified individuals and AOTA members drawn from a pool of candidates who meet the criteria outlined below.
 - 5.4.1.2. Members ideally will have some knowledge or experience in the areas of activity that are at issue in the case. They will also have experience in disciplinary hearings and/or general knowledge about ethics as demonstrated by education, presentations, and/or publications.
 - 5.4.1.3. No conflict of interest may exist with either the complainant or the respondent (refer to AOTA Policy 1.22–Conflict of Interest for guidance).
 - 5.4.1.4. No individual may serve on the Disciplinary Council who is currently a member of the EC or the Board of Directors.
 - 5.4.1.5. No individual may serve on the Disciplinary Council who has previously been the subject of an ethics complaint that resulted in a specific EC disciplinary action.

5.4.1.6. The public member on the Disciplinary Council shall have knowledge of the profession and ethical issues.

5.4.1.7. The public member shall not be an occupational therapy practitioner.

5.4.2. Process:

5.4.2.1. Potential candidates for the Disciplinary Council pool will be recruited through public postings in Association publications and via the listservs, etc. AOTA leadership will be encouraged to recruit qualified candidates. Potential members of the Council shall be interviewed to ascertain:

(a) Willingness to serve on the Council and availability for a period of 3 years

(b) Qualifications per criteria outlined in section 5.3.1.

5.4.2.2. The President and EC staff liaison will maintain a pool of no less than six (6) and no more than twelve (12) qualified individuals.

5.4.2.3. The President and EC staff liaison will select from the pool the members of each Council within 30 days of notification by a respondent that a Council is being requested.

5.4.2.4. Each council shall be composed of three (3) AOTA members in good standing and a public member.

5.4.2.5. The EC staff liaison will remove anyone with a potential conflict of interest in a particular case from the potential Disciplinary Council pool.

5.5. Notification of Parties (EC Chairperson, Complainant, Respondent, Council Members)

5.5.1. The Council Chairperson shall schedule a hearing date in coordination with the EC staff liaison.

5.5.2. The Council (via the EC staff liaison) shall notify all parties at least forty-five (45) days prior to the hearing of the date, time, and place of hearing.

5.5.3. Case material will be sent to all parties and the Council members by national delivery service or mail with signature required and proof of date received with return receipt.

5.6. Hearing Witnesses, Materials, and Evidence

5.6.1. Within 30 days of notification of the hearing, the respondent shall submit to the Council a written response to the charges, including a detailed statement as to the reasons that he or she is appealing the decision and a list of potential witnesses (if any) with a statement indicating the subject matter they will be addressing.

5.6.2. The complainant before the Council also will submit a list of potential witnesses (if any) to the Council with a statement indicating the subject matter they will be addressing. Only under limited circumstances may the Council consider additional material evidence from the Respondent or the Complainant not presented or available prior to the issuance of their proposed sanction. Such new or additional evidence may be considered by the Council if the Council is satisfied that the Respondent or the Complainant has demonstrated the new evidence was previously unavailable and provided it is submitted to all parties in writing no later than 15 days prior to the hearing.

5.6.3. The Council Chairperson may permit testimony by conference call (at no expense to the participant), limit participation of witnesses in order to curtail repetitive testimony, or prescribe other reasonable arrangements or limitations. The Respondent may elect to appear (at Respondent's own expense) and present testimony.

5.7. Counsel—The Respondent may be represented by legal counsel at his or her own expense. The AOTA legal counsel shall advise and represent the Association at the hearing. The AOTA legal counsel also may advise the Council regarding procedural matters to ensure fairness to all parties. All parties and legal counsel (at the request of the EC or the Council) shall have the opportunity to question witnesses.

5.8. Hearing

- 5.8.1. The Disciplinary Council hearing shall be recorded by a professional transcription service and shall be limited to two (2) hours.
- 5.8.2. The Council Chairperson will conduct the hearing and does not vote except in the case of a tie.
- 5.8.3. Each person present shall be identified for the record and the Chairperson will describe the procedures for the Council hearing. An oral affirmation of truthfulness will be requested from each participant who gives factual testimony in the Council hearing.
- 5.8.4. The Council Chairperson shall allow for questions.
- 5.8.5. The EC Chairperson shall present the ethics charge, a summary of the evidence resulting from the investigation and the EC recommendation(s) for disciplinary action against the respondent.
- 5.8.6. The respondent may present a defense to the charges(s) after the EC presents its case.
- 5.8.7. Each party and/or their legal representative shall have the opportunity to call witnesses to present testimony and to question any witnesses, including the EC Chairperson or their designee. The Council chairperson shall be entitled to provide reasonable limits on the extent of any witnesses' testimony or any questioning.
- 5.8.8. The Chairperson may recess the hearing at any time.
- 5.8.9. The Council Chairperson shall call for final statements from each party before concluding the hearing.
- 5.8.10. Decisions of the Council will be by majority vote.

5.9. Disciplinary Council Decision

- 5.9.1. An official copy of the transcript shall be sent to each Council member, the EC Chairperson, AOTA legal counsel, the EC staff liaison, and the respondent and his/her counsel as soon as it is available from the transcription company.
- 5.9.2. The Chairperson of the Disciplinary Council shall work with the EC staff liaison and the AOTA legal counsel in preparing the text of the final decision.
- 5.9.3. The Council shall issue a decision in writing to the AOTA Executive Director within thirty (30) days of receiving the written transcription of the hearing (unless special circumstances warrant additional time). The Council decision shall be based on the record and evidence presented and may affirm, modify, or reverse the decision of the EC, including increasing or decreasing the level of sanction or determining that no disciplinary action is warranted.

5.10. Action, Notification, and Timeline Adjustments

- 5.10.1. A copy of the Disciplinary Council's official decision and appeal process (Section 6) is sent to the respondent, the EC Chairperson, and other appropriate parties within fifteen (15) working days via mail (with signature and proof of date received) after notification of the AOTA Executive Director.

- 5.10.2. The time limits specified in the *Enforcement Procedures for the Occupational Therapy Code of Ethics* may be extended by mutual consent of the respondent, complainant, and Disciplinary Council Chairperson for good cause by the Chairperson.
 - 5.10.3. Other features of the preceding *Procedures* may be adjusted in particular cases in light of extraordinary circumstances, consistent with fundamental fairness.
- 5.11. **Appeal**—Within 30 days after notification of the Council’s decision, a respondent upon whom a sanction was imposed may appeal the decision as provided in Section 6. Within 30 days after notification of the Council’s decision, the EC may also appeal the decision as provided in Section 6. If no appeal is filed within that time, the Executive Director shall notify appropriate bodies within the Association and make any other notifications deemed necessary.

6. Appeal Process

- 6.1. **Appeals**—Either the EC or the respondent may appeal. Appeals shall be written, signed by the appealing party, and sent by certified mail to the Executive Director c/o the Ethics Office of AOTA. The grounds for the appeal shall be fully explained in this document. When an appeal is requested, the other party will be notified.
- 6.2. **Grounds for Appeal**—Appeals shall generally address only the issues, procedures, or sanctions that are part of the record before the Disciplinary Council. However, in the interest of fairness, the Appeal Panel may consider newly available evidence relating to the original charge only under extraordinary circumstances.
- 6.3. **Composition and Leadership of Appeal Panel**—The Vice-President, Secretary, and Treasurer of the Association shall constitute the Appeal Panel. In the event of vacancies in these positions or the existence of a conflict of interest, the Vice President shall appoint replacements drawn from among the other Board members. If the entire Board of Directors has a conflict of interest (e.g., the Complainant or Respondent is or was recently a member of the Board of Directors), the Board Appeal process shall be followed. The President shall not serve on the Appeal Panel. No individual may serve on the Council who has previously been the subject of an ethics complaint that resulted in a specific EC disciplinary action.

The chair of the Appeal Panel will be selected by its members from among themselves.

- 6.4. **Appeal Process**—The Executive Director shall forward any letter of appeal to the Appeal Panel within 15 days of receipt. Within 45 days after the Appeal Panel receives the appeal, the Panel shall determine whether a hearing is warranted according to the Board of Directors policy on appeals (unless it is an EC appeal). If the Panel decides that a hearing is warranted, timely notice for such hearing shall be given to the parties. Participants at the hearing shall be limited to the Respondent and legal counsel (if so desired), the EC Chairperson, Disciplinary Council Chairperson, AOTA legal counsel, or others approved in advance by the Appeal Panel as necessary to the proceedings.

6.5. Decision

- 6.5.1. The Appeal Panel shall have the power to (a) affirm the decision, or (b) modify the decision, or (c) reverse or remand to the EC, but only if there were procedural errors materially prejudicial to the outcome of the proceeding or if the Disciplinary Council decision was against the clear weight of the evidence.
- 6.5.2. Within 45 days after receipt of the appeal if no hearing was granted, or within 30 days after receipt of the transcript if a hearing was held, the Appeal Panel shall notify the AOTA Executive Director of its decision. The Executive Director shall promptly notify the respondent, the original complainant, appropriate bodies of the Association, and any other parties deemed appropriate. For Association purposes, the decision of the Appeal Panel shall be final.

7. Notifications

All notifications referred to in these *Procedures* shall be in writing and shall be delivered by national delivery service or mail with signature and proof of date of receipt required.

8. Records and Reports

At the completion of the Ethics process, the written records and reports that state the initial basis for the complaint, material evidence, and the disposition of the complaint shall be retained in the Ethics Office for a period of 5 years. Electronic files will be kept indefinitely.

9. Publication

Final decisions will be publicized only after any Appeal Panel process has been completed.

10. Modification

AOTA reserves the right to (a) modify the time periods, procedures, or application of these *Procedures* for good cause consistent with fundamental fairness in a given case and (b) modify its Code of Ethics and/or these *Procedures*, with such modifications to be applied only prospectively.

Adopted by the Representative Assembly 2006CO458 as Attachment A of the Standard Operating Procedures (SOPs) of the Commission on Standards and Ethics (SEC).

Reviewed by BPPC 1/04, 1/05, 9/06, 1/07

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Revised by SEC 4/98, 4/00, 1/02, 1/04, 12/04, 9/06

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Note: The Commission on Standards and Ethics (SEC) changed to Ethics Commission (EC) in September 2005 as per AOTA Bylaws.

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AMERICAN OCCUPATIONAL THERAPY ASSOCIATION ETHICS COMMISSION

Formal Complaint of Alleged Violation of the *Occupational Therapy Code of Ethics*

If an investigation is deemed necessary, a copy of this form will be provided to the individual against whom the complaint is filed.

DATE _____

COMPLAINANT: (Information regarding individual filing the complaint)

NAME _____ SIGNATURE _____

ADDRESS _____ TELEPHONE _____

_____ E-MAIL ADDRESS _____

RESPONDENT: (Information regarding individual against whom the complaint is directed)

NAME _____ TELEPHONE _____

ADDRESS _____ E-MAIL ADDRESS _____

1. Indicate the Ethical Principle(s) you believe have been violated:

2. Summarize in an attachment the **facts and circumstances, including dates and events, warranting the complaint.** Attach documentation that you think would help the Ethics Commission in its assessment of this complaint. **Please sign and date all documents you have written and are submitting. Do not include confidential documents such as patient or employment records.** (Statements from witnesses are not necessary at this time.)

3. If you have filed a complaint about this same matter to any other agency (e.g., NBCOT; SRB; academic institution; any federal, state, or local official), indicate to whom it was submitted and the approximate date(s).

4. What steps have been taken to resolve this complaint?

I CERTIFY THAT THE STATEMENTS/INFORMATION WITHIN THIS COMPLAINT ARE CORRECT AND TRUTHFUL TO THE BEST OF MY KNOWLEDGE.

SIGNATURE _____

Send completed form, with accompanying documentation, IN AN ENVELOPE MARKED *CONFIDENTIAL* to:

Ethics Commission
American Occupational Therapy Association, Inc.
Attn: Staff Liaison to the EC/Ethics Office
4720 Montgomery Lane, PO Box 31220
Bethesda, MD 20824-1220

EC/forms/complaint form, Revised: 1/04

Office Use Only:

Membership Verified? Yes No

By: _____