

Official Documents: Review and Approval Process Standard Operating Procedure

NAME

Official Documents: Review and Approval Process

PURPOSE

This document establishes the process for development, review, retirement, and approval of the Official Documents of the AOTA Representative Assembly (RA).

All approval pathways and delegated authorities are governed by and executed in accordance with current RA Standard Operating Procedures (SOPs).

TYPES OF OFFICIAL DOCUMENTS

- **Guidance Documents** – Provide direction on professional issues and advancement of the profession
- **Position Statements** – Establish the Association's official stance on practice or policy issues
- **Professional Standards** – Define minimum expectations for practice and competence

REVIEW CYCLE

- All Official Documents are reviewed at least every five (5) years.
- The commission responsible, or RA body, as defined in current SOPs, conducts the review.

Each review results in one of the following determinations:

- Maintain (no changes)
- Minor Edits
- Revise
- Archive

The outcome of the review determines the Level of Review and corresponding approval pathway.

LEVELS OF REVIEW

Level 1 – High Impact

- New documents
- Includes substantive changes to content, policy, or procedures
- Addresses sensitive or high-visibility issues
- Has broad impact across practice settings, users, or the profession

Approval authority: Representative Assembly by vote

Level 2 – Moderate Impact

Revised/Reviewed by BPPC: 1/04, 1/09, 1/11, 9/11, 1/14, 9/14, 7/15, 9/15, 1/17

Adopted by RA: 5/04, 2/09, 11/14, 11/15, 3/17

Revised by COP/COE: 1/09, 12/12

Revised/Reviewed by RA Leadership: 6/2026

- Includes updates to terminology, references, or examples
- Does not change the intent, policy, or scope of the document
- Will be archived

Process:

- Targeted review is conducted, as appropriate
- The responsible body reviews and finalizes the document

Approval authority: RA Leadership

Level 3 – Low Impact

- Requires no changes
- Includes minor editorial or formatting updates only

Approval authority: Responsible commission

APPROVAL AUTHORITY FRAMEWORK

Approval authority is determined by the Level of Review and governed by current RA SOPs:

- Level 1 – Representative Assembly
- Level 2 – RA Leadership
- Level 3 – Responsible commission

DEVELOPMENT OF NEW DOCUMENTS

- The commission responsible or RA Leadership determines:
 - The type of document
 - Scope and development approach
 - Authorship
- Authors must:
 - Demonstrate relevant subject matter expertise
 - Meet AOTA membership requirements, as applicable
- All new documents undergo Level 1 review

DOCUMENTATION AND SUBMISSION

- Documents under review are included in the report of the body responsible to the RA.
- Final drafts must be submitted with the report for review and action, as required.

PUBLICATION AND FORMATTING REQUIREMENTS

Approved documents are:

- Prepared for publication and dissemination
- Posted on the AOTA website
- Published in official AOTA venues, as appropriate

Each document must include:

- Approval statement
- Citation information
- Author attribution in accordance with AOTA publication standards

STANDARDIZED APPROVAL STATEMENTS

The following language must be used:

- Level 1: Adopted by the Representative Assembly (date)
- Level 2: Approved by [Designated Authority] on behalf of the Representative Assembly (date)
- Level 3: Reviewed and approved by [Commission Name] (date)

EXCEPTIONS

Exceptions to this process may be made only:

- Under limited and justified circumstances
- With approval of RA Leadership
- In accordance with current RA SOPs

GOVERNANCE ALIGNMENT STATEMENT

This process is aligned with the current Representative Assembly governance structure and is intended to ensure:

- Clear delineation of approval authority
- Consistent and efficient documentation review process
- Alignment with modern governance practices

Archived documents remain accessible for historical reference but are no longer considered active Official Documents.