



MANITOBA SOCIETY OF OCCUPATIONAL THERAPISTS

Private Practice Directory

TERMS OF REFERENCE

PURPOSE

The Private Practice Directory provides support to individuals who are Active Members of the Manitoba Society of Occupational Therapists (MSOT) and who are engaged in independent practice and who wish to advertise their occupational therapy services.

The Private Practice Directory is a resource to individuals/agencies wishing to make contact with occupational therapists in independent practice.

The Private Practice Directory assists others in making recommendations regarding Private Practice Occupational Therapy services without bias.

ELIGIBILITY

- 1.0 The advertiser must be an Active Member of MSOT.
- 2.0 The listing must be advertising the advertiser's own occupational therapy private practice; and not a company owned by another individual, group or corporation.
- 3.0 Advertisers must submit the listing in a manner and time frame directed by MSOT.
- 4.0 Advertisers must pay an annual listing fee of an amount set by the MSOT Board of Directors.

MAINTENANCE OF THE DIRECTORY

- 1.0 The directory is maintained by the MSOT office in collaboration with the MSOT Executive Officer and MSOT Board of Directors.
- 2.0 Directory fees and listing information must be renewed on an annual basis using the renewal forms in the MSOT member portal (<http://www.msot.mb.ca/member-content/resources-for-ots-in-private-practice/>)



during the
will be posted
annually at the beginning of January.

Manitoba Society of
Occupational Therapists

month of November, and
on the MSOT website

- 3.0 Changes to information in the directory can be made throughout the year by submitting information to the MSOT for a nominal fee.
- 4.0 A listing will be removed from the directory at the advertiser's request or when the individual ceases to be an Active Member of MSOT, with no refund of the annual listing fee.
- 5.0 Inclusion in the directory is not an endorsement by MSOT of the occupational therapy services provided by the advertiser.

STRUCTURE

The following directories are produced:

- Complete Directory
- Adult Services Directory
- Return to Work Directory
- Children's Services Directory

Advertisers can choose to be listed in as many of the 4 directories as they deem suitable.

The directory will be posted as a PDF on the MSOT Website and will contain hotlinks to the advertiser's e-mail address and/or Web site as the advertiser's wishes.

Directories can be distributed via mail, fax or e-mail as an attachment in PDF form.

DISTRIBUTION

The directory is provided to all who request it. The MSOT Private Practice Directories are all available on-line on the MSOT website, and the directory will be provided, upon request, to those wishing to use the directory for commercial purposes, job finding efforts, continuing education notification, etc.

MSOT asks users to refrain from forwarding the document to others in order that those accessing the directory are receiving the most up to date version of the directory from the website.