



College of  
Occupational  
Therapists

Specialist Section

Independent  
Practice

## **General Business Advice**

### **1. Why should I join the COTSS-IP?**

It is a therapist's choice, we are a specialist section for independent OT's but no one has to be a member. The advantages are that the COTSS-IP offers links to other independent OT's, there are forums where questions can be posted, there are regular regional meetings which provides a networking opportunity, a Bulletin is published twice a year and there is an opportunity to go to the conference/ learning event at a reduced rate. The committee will also keep therapists up to date with practice issues affecting individual practitioners.

### **2. Can I be a member of cotss-ip if I am not a member of BAOT?**

No, cotss-ip is part of the College of Occupational Therapists and it can only accept members who are a member of the British Association of Occupational Therapists.

### **3. What are the membership fees?**

There are 3 levels of membership, each level starts from 1<sup>st</sup> October until 30<sup>th</sup> September. First level – annual membership. Second level – annual membership with directory entry. Third level – annual membership with enhanced directory entry. The enhanced directory provides members with an opportunity to create a web link from the cotss-ip website to their companies website.

### **4. What is the directory?**

This is an opportunity for members of cotss-ip to advertise their services on the cotss-ip website. Members of the public use this service and our dedicated enquiry line to find an Occupational Therapist. The cotss-ip directory is the only list of Occupational Therapists in Independent Practice that is affiliated with the British Association of Occupational Therapists.

### **5. What fee should I charge?**

Under the competition law (created by the EU) cotss-ip cannot survey its members to know what a standard fee is charged as this may restrict competition between our members to the public. As part of setting yourself up in business it is important to have a clear pricing structure that takes into account your expenses such as telephone, heating and lighting etc. Some businesses charge by the hour others charge per case. The business start up pack provided by cotss-ip at the time of joining explains how to work out a fee structure that meets your individual business requirements.

### **6. I have been asked to supervise an OT what price should I charge?**

Same answer as what fee should I charge.



**7. How do I go about getting Professional Indemnity Insurance?**

The BAOT covers Occupational Therapists for the first £1500 of paid income. After this amount has been billed you would need to have your own Professional Indemnity Insurance. The business start up pack provided by cotss-ip at the time of joining explains which companies provide Occupational Therapists with this type of insurance.

**8. What is a Business Plan?**

This is an essential tool to help structure and plan your business. The business start up pack provided by cotss-ip at the time of joining explains how to write a business plan.

**9. What terms and conditions should I have?**

Every individual business needs to supply their customers terms and conditions. This is often unique to the business. The business start up pack provided by cotss-ip at the time of joining explains how to establish terms and conditions.

**10. What is the CPD requirement for OT's?**

Independent Occupational Therapists are guided by the same CPD requirements as therapists working in statutory services. It is a requirement of all therapists to maintain their professional standards as stated by the Health Professions Council.

**11. How do I go about getting a CRB check?**

The business start up pack provided by cotss-ip at the time of joining explains how independent Occupational Therapists meet this need.

**12. I am seeking someone to supervise me or to mentor my business, where can I find someone?**

Many members of cotss-ip can provide this service. Please go to the directory to source someone to assist you develop your skills.

**13. How do I get Identity cards created?**

It is a good idea to have an identity card. If you wish to have one then it is up to your business to provide this.

We hope that you have found this advice sheet helpful. If your question has not been answered then please email [enquiries@cotss-ip.org.uk](mailto:enquiries@cotss-ip.org.uk).

