

Occupational Therapy Priority Setting Partnership: A guide for promoting the survey

Key information

Survey dates: Wednesday 26 February 2020 – Tuesday 14 April 2020

Survey link: rcot.co.uk/researchpriorities

Website link: rcot.co.uk/otpsp

RCOT contacts: Ruth Unstead-Joss, Project Coordinator, via Ruth.Unstead-Joss@rcot.co.uk or 020 3141 4695 or Jenny Mac Donnell, Project Lead, via Jenny.MacDonnell@rcot.co.uk or 020 3141 4696

How to complete the survey

- Online at: rcot.co.uk/researchpriorities
- Paper and electronic versions:
 - Download a PDF or Word version of the survey to either complete electronically or in hard copy: rcot.co.uk/otpsp
 - Electronic or scanned copies of the completed survey can be returned:
 - By email: Ruth.Unstead-Joss@rcot.co.uk or Jenny.MacDonnell@rcot.co.uk
 - Or by post: Ruth Unstead-Joss or Jenny Mac Donnell, Royal College of Occupational Therapists, 106-114 Borough High Street, London SE1 1LB

Social media

Promote the survey across your social media platforms to your networks.

Tips for social media posts

- Include the survey link: rcot.co.uk/researchpriorities
- Use the hashtag #OTResearchPriorities
- Tag participating organisations as well as your own for credibility, such as @theRCOT @LindAlliance @Katherine_JLA on Twitter
- Use the survey banner image, shown below, in your posts - you can download the banner image file from: rcot.co.uk/otpsp
- Encourage followers to share with 'please RT'

RCOT social media accounts to tag

Twitter: @theRCOT

Facebook: @theRCOT

Instagram: @the.rcot

LinkedIn: Royal College of Occupational Therapists

Suggested tweets

Help influence the future of occupational therapy research in the UK. Choose the questions you want answered by research in @theRCOT survey with @LindAlliance here: rcot.co.uk/researchpriorities #OTResearchPriorities



Help occupational therapy research focus on what matters to you as a health and care professional and to the people you support. Complete @theRCOT survey at rcot.co.uk/researchpriorities #OTResearchPriorities

Share @theRCOT survey with people who use your services, their carers and your colleagues so their voices and experiences are represented in future #OTResearchPriorities. Survey open until 14 April. rcot.co.uk/researchpriorities

Please RT: What should be the top #OTResearchPriorities? Have your say in @theRCOT survey with @LindAlliance. Take part at rcot.co.uk/researchpriorities

Flyer

- Download and print the survey flyer from: rcot.co.uk/otpsp
- Share the flyer with your employees, colleagues, people with experience of accessing occupational therapy services and their carers to encourage them to take part
- Place copies of the flyer in staff and public areas to promote participation

Website and newsletters

Please promote the survey by featuring the banner image, shown below, on your website and in your newsletters. Include the survey link and a clear call-to-action that asks people to take part. You can download the banner image file from: rcot.co.uk/otpsp

Along with the banner image, you can use the website text template overleaf to communicate the survey to your networks. You can also use the survey information on the RCOT website: rcot.co.uk/otpsp.

Survey banner image



Website text template

Occupational Therapy Priority Setting Partnership

A survey has been launched by the Royal College of Occupational Therapists (RCOT), who is working with the James Lind Alliance to help identify the top 10 research priorities for occupational therapy in the UK.

RCOT wants to give people who access occupational therapy services, their carers and occupational therapists a louder voice in determining the direction of future occupational therapy research than is traditionally the case. This will ensure it focuses on answering the questions that matter most to people accessing and delivering occupational therapy services.

We / [INSERT ORGANISATION'S NAME] are supporting the project to ensure as many different perspectives as possible are represented. We invite you to take part in the survey, which takes approximately 20 minutes.

You can complete the survey here: rcot.co.uk/researchpriorities

We also encourage you to circulate the survey to your other health and care colleagues and people with experience accessing occupational therapy.

More information and downloadable surveys can be found the RCOT website: rcot.co.uk/otpsp

Email template

Here are two template emails to promote the survey to different audiences:

1. People with experience of accessing occupational therapy and their carers
2. Occupational therapists and other health and care professionals

You can insert your company/organisation's name and tailor accordingly, adapting the language to suit your audience. These email templates can also be used and amended where necessary for websites and newsletters.

It should be noted that it is more appropriate to support and encourage recipients rather than place pressure on them to complete the survey.

Before circulating the survey by email, please make sure you are complying with General Data Protection Regulation (GDPR). See GDPR guidance at the end of this document for more information.



Email 1: to people with experience accessing occupational therapy and their carers

Dear [INSERT NAME]

What you think matters

Help influence future research into occupational therapy

A survey has been launched by the Royal College of Occupational Therapists (RCOT), who is working with the James Lind Alliance to help identify the top 10 research priorities for occupational therapy.

Why we need you

RCOT wants to give people who access occupational therapy services, their carers and occupational therapists a louder voice in determining the direction of future occupational therapy research than is traditionally the case, to make sure it focuses on answering the questions that matter most to people accessing and delivering occupational therapy services.

We / [INSERT ORGANISATION'S NAME] are supporting the project to ensure as many different perspectives as possible are represented, and we encourage you to take part in the survey.

It will take approximately 20 minutes to complete and is open to anyone with a personal or work-related connection to occupational therapy.

You can complete the survey here: rcot.co.uk/researchpriorities

More information and downloadable surveys can be found the RCOT website: rcot.co.uk/otpsp

Your real life experience and questions about occupational therapy are at the heart of RCOT's project.

Thank you for your support.



Email 2: to occupational therapists and other health and care professionals

Dear [INSERT NAME],

What you think matters

Help influence future research into occupational therapy

A survey has been launched by the Royal College of Occupational Therapists (RCOT), who is working with the James Lind Alliance to help identify the top 10 research priorities for occupational therapy in the UK.

RCOT wants to give people who access occupational therapy services, their carers and occupational therapists a louder voice in determining the direction of future occupational therapy research than is traditionally the case. This will ensure it focuses on answering the questions that matter most to people accessing and delivering occupational therapy services.

We / [INSERT ORGANISATION'S NAME] are supporting the project to ensure as many different perspectives as possible are represented. As an occupational therapist or health and care professional, we invite you to take part in the survey.

You can complete the survey here: rcot.co.uk/researchpriorities

We also encourage you to circulate the survey to your colleagues and the people you support who access occupational therapy.

More information and downloadable surveys can be found on the RCOT website: rcot.co.uk/otpsp

Together we can support occupational therapy to have a life-changing impact on the quality of people's lives.

Thank you for your support.

GDPR and circulating the survey

The Occupational Therapy Priority Setting Partnership appreciates your contribution to the success of this project by distributing the link to the online survey through your network. The Royal College of Occupational Therapists and the James Lind Alliance take their data protection responsibilities under the General Data Protection Regulation (GDPR) seriously.

Before distributing the survey link via direct email to anyone in your network, please ensure that people have actively consented to receive emails inviting them to participate in consultation exercises of this nature.

This is your responsibility under GDPR. More information is available on this legislation on the Information Commissioner's Office (ICO) website at: ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/

Including information about the project and the link within other means of communication, i.e. in newsletters or on social media, does not require consent.