

HONG KONG OCCUPATIONAL THERAPY ASSOCIATION
Annual General Meeting 2019

Date: 25th October, 2019

Time: 18:30 to 21:00

Venue: Hong Kong Polytechnic University Staff Club

Minutes:

1. To receive report from Chairperson (Appendix 1)
 - 1.1. Chairman reported as in appendix 1
 - 1.2. Proposed to accept by Grace Lee and seconded by Alice Tsang. Majority passed.
2. To receive report from Honorary Treasurer
 - 2.1. Honorary Treasurer reported as in appendix 2
 - 2.2. Some members raise concern about the treasurer's report lacking information but this was the audit report prepared by the auditor for HKOTA
 - 2.3. Proposed to accept by Mary Chu and seconded by Magdalene Poon. Majority passed.
3. To receive report from Continuing Education Secretary
 - 3.1. Continuing Education Secretary reported as in appendix 3
4. To receive report from Membership Secretary
 - 4.1. Membership Secretary reported as in appendix 4
 - 4.2. WFOT membership period is from January to December while HKOTA membership period is from May to April. Notice for HKOTA members to apply for WFOT membership would be sent next week.
5. To receive report from Chief Editor of HKJOT
 - 5.1. Chief Editor reported that The HKJOT was indexed in the databases CINAHL, EMBASE, SCOPUS, and the Science Citation Index (SCI) (Web of Science) and PubMed since 1985
 - 5.2. HKJOT had an Impact Factor of 0.360 (2018) (ranked 131/134 in Rehabilitation), 5-Year Impact Factor: 0.542, CiteScore: 0.730 , Source Normalized Impact per Paper (SNIP): 0.485 (2018), SCImago Journal Rank (SJR): 0.252 (2018)
 - 5.3. There were many submissions from countries in the world
 - 5.4. Chief Editor suggest to charge authors from other countries & maintain free of charge for papers coming from Hong Kong OT.
6. To receive report from Delegate, WFOT
 - 6.1. HKOTA WFOT Individual Members in 2019: 11 (34 in 2018, 94 in 2017)
 - 6.2. WFOT individual members can access resources in WFOT including: Resource Centre, Job Opportunities, Research, Events, Banner Advertisements
 - 6.3. Highly recommend members to subscript for individual members, only about HK\$200 per year. Announcement for application will be sent out by membership secretary soon.
 - 6.4. Course Evaluation in HK:
 - Hong Kong Polytechnic University MSc in Occupational Therapy in July 2019
 - 6.5. Next Programme evaluation: TWC BSc(Hon) 2023, HK PolyU BSc(Hon) 2024, HK PolyU MOT 2024
 - 6.6. HKOTA members will be invited to be the OT Education Programme Evaluation Team members and encouraged to help out and ensure the OT education programme are quality in HK.
 - 6.7. WFOT council meeting will be scheduled in March 2020 in Hong Kong and there will be limited places for members and as for welcome dinner, there will be around 20 seats reserved for members.
7. To appoint an Auditor for the year 2019-2020
 - 7.1. Honorary Treasurer proposed appointing Auditor Fok Chan Leung Wan CPA Ltd.
 - 7.2. Proposed to accept by Grace Lee and seconded by Maurice Wan. Majority passed.

8. To endorse proposal on Full Membership for Life (Appendix 5)
 - 8.1. Membership Secretary presented the proposal on Full membership for life
 - 8.2. Proposed to accept by Brian Au and seconded by Maurice Wan. Majority passed.
 - 8.3. Executive committee will work on details of implementation.
9. Any other business
 - 9.1. Dr. Kit Sinclair proposed establishment of Ad Hoc Committee to provide psychological support for Hong Kong people whom might have mental health issues due to the social movements. WFOT has materials on disaster management that could be referred to. This proposal was supported in general.

Report from Chairperson
Annual General Meeting 2019
Hong Kong Occupational Therapy Association Limited
25 October 2019

1. The Executive Committee 18-20 composed of members working on voluntary basis. To ensure sufficient support, 2 members are responsible for each function of the committee except the chairperson.

Position	Name	Main Duty
Chairperson	Stella Cheng	Overall leader, representing HKOTA to official events
Vice Chairperson	Sanne Fong Andy Cheng	Sharing duty of representing HKOTA, coordinate SIGs
Honorary Secretary	Clara Chan Sabrina Li	Meeting records, handling of information to members
Honorary Treasurer	Loretta Liu Vivian Chung	Account, budget and handling of payment
Membership & Public Relations Secretary	Rebecca Chan Simon Wong	All matters related to members ' application
Publication Secretary	Janette Tam Glenda Ng	All publication related matters including publication publishing and promotion & sales
Continuing Education Secretary	Maurice Wan Konica Kwok	Organize & coordinate all courses by HKOTA and represent HKOTA to events as co-organizer
Publicity Secretary	Yat Ho David Lau	All publicity activity and annual WOTD event and coordination with student ambassador event on OT promotion, use of Facebook for OT promotion
Web Master	Nico Ching Wincy Ng	Updating information on web site, updating web look and feel for information dispatch

2. There are group of very dedicated external representatives. Thanks for their support to OT in Hong Kong.
- i. World Federation of Occupational Therapists: 1st Delegate: Ms. Stella Cheng 2nd Delegate: Dr. Kit Sinclair
 - ii. Workability Asia and Workability International: Dr. Andy Cheng
 - iii. HK Rehabilitation Alliance / HK Joint Council of Social Service
 - Ms. Sanne Fong and Mr. Simon Wong
 - Ms. Hellen Yang (Pre-school children)
 - Ms. Minny Tang (Blind)
 - Ms. Sanne Fong (Physical Handicapped)
 - Mr. Janette Tam (Intellectual Disability)
 - Mr. Kevin Kwong (Workers with disability)
 - Mr. Maurice Wan (Mental Illness)
 - iv. The Federation of Medical Societies of Hong Kong: Mr. Samuel Chan
 - v. Occupational Health Council: Mr. Patrick So
 - vi. Hong Kong Parkinson's Disease Foundation: Ms. Rosanna Wong
 - vii. Hospital Authority Staff Group Consultative Committees: Mr. Yat Ho, Ms. Dora Chan
 - viii. Dementia Committees: Mrs. Alice Tsang

- ix. Multidisciplinary professional group on RCHE manpower: Ms. Wincy Ng and Mr. David Lau
 - x. The Association of Hong Kong Health Care Professionals: Dr. Bacon Ng
 - xi. Joint conference of Health Care Professional Organization: Dr. Bacon Ng, Ms. Clara Chan, Mr. Yat Ho
 - xii. The Association for Universal Accessibility Hong Kong: Ms. Sabrina Li
3. There are 16 Special Interest Group responsible for service development in specific areas. Thanks for the coordinator and group members' contribution to OT development.

Name of SIG	Coordinator	Year started
SIG in Child and Adolescent Service	Ms Magdalene Poon	2008
SIG in DementiAbility Methods: The Montessori Way™	Ms Stella Cheng Mr Danny Chan	2012 2018
SIG in People with Intellectual Disability	Ms Stella Cheng	2010
SIG in Bowen Therapy	Ms Selina Wan	2012
SIG in Respiratory Care	Ms Aileen Chu	2009
SIG in Work Rehabilitation and Occupational Health	Ms Stella Cheng Mr Patrick So	2009 2018
SIG in Barrier Free Accessibility	Ms Sanne Fong	2007
SIG in Housing	Ms Sabrina Li	2015
SIG in School Based OT	Mr. Danny Lo	2017
SIG Health Qigong cum National Traditional Sports Research	Mr. Priscilla Siu Ms. Gloria Cheung	2007 2018
SIG in Assistive Technology	Mr. Simon Wong	2018
SIG in Sensory Processing & Integration	Ms. Minny Tang	2018
SIG in Sexual Rehabilitation	Dr. Johnathan Wong	2018
SIG in Driver Rehabilitation	Dr. Andy Cheng	2018
SIG in Mental Health	Mr. Maurice Wan	2019
SIG in Laughter Fitness	Mr. James Lee	2019

4. Events Organized from October 2018 to September 2019:
- a. The World OT Day event on 24 November 2019 in Wong Tai Sin District with 25 OT volunteers and 125 OT students volunteers
 - b. The 40th Anniversary OT Conference and post conference workshop was organized on 12 January 2019 and 13 January 2019 with 190 and 19 attendances respectively. There was very good feedback on the programme.
 - c. A strategic planning workshop was organized on 19 January 2019 afternoon in the HK Polytechnic University. Representatives from all the SIGs attended the workshop and there were very fruitful discussion covering operation of the HKOTA to strategies for service development. We had done a SWOT analysis for HKOTA and proposed suggestions for improvement.
5. To streamline the administrative duties, our secretariat will only send out information on courses either organized or supported by HKOTA or offer very special discount for HKOTA members. Information on other relevant courses will only be uploaded on the web site.
6. A newsletter highlighting current events and updating SIG information was introduced starting from May 2019 to enhance communication with members. It will be issued quarterly.

7. The chairperson and executive committee member representatives had started visiting NGOs or OT related organizations in August 2019 to improve understanding of situation of OT in different organization and promote better linkage with them.
8. The Hong Kong Polytechnic University had generously offered \$20000 scholarship for HKOTA members to attend the Sixth International Institute on Kielhofner's Model of Human Occupation from 27-29 September 2019 in Chicago. 6 members were selected to attend with either paper or poster presented and finally 8 members attended the conference with the University's delegates.
9. Executive Committee members had represented HKOTA to overseas conference with own financial support or minimal financial support from HKOTA
 - a. Occupational Therapy Australia 28th National Conference and Exhibition 2019 10-12 July 2019 in Sidney attended by Janette Tam
 - b. I-create Conference 2019 in Australia on 26-29 August 2019 attended by Simon Wong
 - c. OT Associations exchange meeting in Asian Region Cum Japanese OT Congress on 5-7 September 2019 by Stella Cheng and presented a topic on Psychosocial OT Service in HK.
10. HKOTA had sent opinions to the following:
 - a. Response sent to HKSAR CE's Policy Address 2018 on 3 December 2018
 - b. Email sent to Joseph Lee on 10 March 2019 to express concern on healthcare manpower review
 - c. Sent a letter to HA Chief Executive in March 2019 and Meeting with Hospital Authority in May 2019 on OT Manpower, career progression and pay scale for OTs in HA
 - d. Rehabilitation Programme Plan Consultation starting from May 2019 in different locations
 - e. Attended briefing on District Health Center and provided HKOTA's opinions
11. A Survey for Private Practice OT was sent out in September 2019 to update our Private OT list on the web site. However, the return was low and only 24 OTs had returned. There is big implication, as the District Health Center will be referring to this list to search for OTs as network healthcare providers.
12. In the coming year, there are 2 big events for HKOTA:
 - a. WFOT Council Meeting in Hong Kong on 16-20 March 2020
 - b. HKOTA Occupational Therapy Conference on 21-22 March 2020
13. Focus for development in the coming year:
 - d. School Based OT service
 - e. Primary Healthcare OT service in District Health Center
 - f. Work Rehabilitation for injured workers (Policy Paper 2019)
 - g. Private OT Service
14. Liaison with all professional associations, NGOs, government bodies, schools were all continuous.
 - h. Professional Body: HKTS & ACCP-HK Chapter, HKAA, HKPGA, HKOA, HKPA & HKPF, HKEPSO, HKPDF, HKRAF, HKFMS, HKWHC, HKIOT, HKMDS, CDRA, HKGA
 - i. Public Bodies: HKHS, KMB, FSD, TD, RTHK, Construction Industry Council, Occupational Health Council, Labour Department, EdB
 - j. Private Sector: HKFI (OT service covered by more health Insurance plan in HK). Private Hospital Groups

- k. Social Service: HKCSS, HKJC for PD, HK Society for Children Protection, Barrier Free Access (HK) Limited, New Life Psychiatric Rehabilitation Association
- l. Patients Group & Parent's group
- m. School & Education: District based School Alliance, HKEB (School Based OT for Mild Grade MR)
- n. Participate in the Expert Group on Innovation and Technology Fund for Application in Elderly and Rehabilitation Care
- o. As vice-chairman of DHC executive Sub-committee of Kwai Tsing Safe Community and Health City Ltd on Kwai Tsing District Health Center

HONG KONG OCCUPATIONAL THERAPY ASSOCIATION LIMITED

香港職業治療學會有限公司

DETAILED INCOME AND EXPENDITURE STATEMENT

YEAR ENDED 30 APRIL 2019

(for management information purpose only)

Schedule 2

	<u>2019</u> HK\$	<u>2018</u> HK\$
Income		
Membership fee	236,042	226,222
Course fee	1,901,630	2,452,425
	<u>2,137,672</u>	<u>2,678,647</u>
Other income		
Book sales	54,186	63,833
Other income	21,450	36,891
	<u>75,636</u>	<u>100,724</u>
Administrative expenses		
Audit fee	6,300	6,300
Bank charges	2,160	4,965
Book coupon	19,800	-
Business registration fee	-	2,250
Depreciation	7,325	6,171
Insurance	13,200	12,000
Internet and web services	12,740	28,600
Lecturer's honorarium	1,090,879	1,319,665
Messing	281,622	118,133
Printings	67,230	312,891
Production fees	38,750	-
Project charges	12,741	-
Publication fee	600	-
Rent	281,782	209,350
Secretarial fees	4,000	4,105
Service fees	330,056	300,658
Souvenir expenses	36,650	-
Subscription fees	10,708	20,367
Sundry expenses	43,060	52,425
Transportation	110,889	71,972
Working visa	570	-
	<u>2,370,962</u>	<u>2,469,850</u>
(Deficit)/Surplus before taxation	<u>(157,654)</u>	<u>309,521</u>

Report from Continuing Education SecretaryMr. Maurice WanCE Subcommittee Structure

- The CE Sub-committee is responsible to plan and implement CPD programs in advancing the standard of practice for the OT profession in Hong Kong. The work of the sub-committee is supported by, Ms Lydia Yip, EO of HKOTA.
- Members comprised of:
 - Convenor: Maurice Wan, Konica Kwok
 - Members: Anna Wu, Ray Li, Magdalene Poon, Linda Wong, Raymond Au, Martin Chan, Jackson Wong, Jennifer Ngan

Targets Achieved for 2018/ 2019

- Planned and implemented seminars and workshops to advance professional practice. A total of 36 CPD programs were delivered and a total of 1,405 attendances were achieved during the period.
- All are OT Relevant programs
- 6 evening seminars were organized

CPD Plan for 2019/ 2020

- Formulated tentative CPD plans for 2019/ 2020
 - organize series of seminar 'Talk to Senior OT'
 - introduce 'Mentorship Program' on case/ skills supervision which had started from Paediatric, Mental Health (CBT), Ortho, M&G, etc
- Continued to conduct regular evening seminars to improve accessibility to CPD programs and to provide a more comprehensive CPD for therapists with 1-3 years of experience
- Difficulty in inviting overseas speakers to conduct training course like AMPS due to social and political unrest

Other Future Plan

- Explore the feasibility of setting up 'School of Continuing Professional Education in HKOTA' to enhance professional training and sub-specialty training
- Revamp of CE Subcommittee Structure and membership

4 th Quarter – Oct to Dec 2019				
October	Paediatrics	Workshop Certification of CSTHK- Part II Report Writing	CST Trainers	Evening Seminar
October	Pediatrics	Mentorship Program on “OTs Adopting SP & SI Clinical Reasoning on the Myths of Challenging Behaviours	Local instructors	Evening Workshop
November	Psychiatry	Trainer Certification Workshop on Montessori Methods for Person with Dementia	Local instructors	2.5-day Workshop
November		ISBT- Bowen Therapy: Module 5	Local instructors	2-day Workshop
November	General	Talk to Senior OT	Local Senior OT like DM, SOT	Evening Seminar
November	Med & Geri	NEURO-IFRAH® Certificate Courses 2019- Treatment and Management of Adults with Hemiplegia from a Stroke or Braine Injury	Mr. Waleed Al-Oboudi	7-day workshop
December	Paediatrics	Two-day Workshop on Mental Health Needs Across the Lifespan: Support and Treatment from a Processing Perspective	Overseas speaker	2-day workshop
December		ISBT- Bowen Therapy Advance Course	Ms. Lisa Black or Mr. Col Murray	2-day Workshop
1 st Quarter – Jan to March 2020				
January	Med & Geri	NEURO-IFRAH® Course	Mr. Waleed Al-Oboudi7	5-day workshop
January	General	Talk to Senior OT	Local Senior OT like DM, SOT	Evening Seminar

February	Psychiatry	Mentorship Program on CBT	Local OT instructors	Series of Evening Workshops
March		HKOTA Occupational Therapy Conference 2020		2-day Conference
2 nd Quarter - April to June 2020				
Date	Specialty Areas	Suggested Topic	Suggested Speaker	Evening Seminar/ Workshop
April	Psychiatry	Trainer Certification Workshop on Montessori Methods for Person with Dementia	Local Instructor	2.5-day Workshop
April		ISBT- Bowen Therapy: Module 1	Local instructors	2-day Workshop
April		ISBT- Bowen Therapy: Module 2	Local instructors	2-day Workshop
May	Med & Geri	NEURO-IFRAH® Certificate Courses -NEURO-IFRAH® Advance Hand Function/Fine Motor Control Course	Mr. Waleed Al-Oboudi	5-day workshop
June		ISBT- Bowen Therapy: Module 3	Local instructors	2-day Workshop

Report from Membership Secretary

- No. of member as at 18 October, 2019:

		Last Year	Difference
Full Members	1051	976	+7.7%
Associate Members	16	15	+6.7%
Student Members	61	11	+454%
	1128	1002	+12.6%

Registered OT as at August 2019: 2379 , thus, percentage: $1051 / 2379 = 44.2\%$

- Individual Member of WFOT = 11
- Application for IM of WFOT : 30 November, 2019
- Record of CPD:
- CPD Point > 0 - Record sent by Mail
 - CPD Point = 0 - Record sent by e-mail
- **Please update contact information actively**

Proposal on Full Membership for Life (FMFL)Rationale

- To show recognition and appreciation to those senior members who has contributed to our profession
- To keep contact with these senior members

Criteria

Must meet ALL of the following:

- A - Aged 60 or above
- B - Had been full member of HKOTA for 8 years since Year 14-15

Benefit

- No need to pay membership fee once FMFL status is confirmed
- Enjoy all benefits as full member

Application

- Need to send application to HKOTA
- Need to send intention to continue status of active membership yearly (Could be e-form)
- Purpose: Update information & control no. of Quorum

Examples as illustration

- Scenario A- Aged 60 & had been HKOTA full member without break since Year 14-15
 - **Eligible for FMFL in 22-23, need to pay membership fee until 21-22 (8 years since Year 14-15)**
- Scenario B- Aged 63 & had been HKOTA full member for 2 years since Year 14-15
 - **Had to pay for 6 more years before eligible to apply for FMFL**
- Scenario C- Aged 35 and had been HKOTA full member since Year 14-15
 - **Could only apply for HKOTA FMFL when reached 60 and proof had been full member for 8 years since Year 14-15**