

Individual OT outline

To ensure that all clients who engage our services are aware of how Rosewood Wild Therapy (RWT) operates, we have put together the following outline.

1. Model of delivery

RWT works within a model which uses occupational therapy assistants to provide a face-to-face therapeutic program, or “block of therapy” designed by and closely supervised by an occupational therapist.

As the demand for occupational therapists has increased with the introduction of the NDIS, this therapy model has become a necessary way to meet the demand. It is a very common way to meet large caseloads and long waiting lists. This model of therapy is approved and encouraged by NDIS as it makes therapy funding last longer over the time of a plan.

RWT contracts in Occupational Therapists from *Vallentine Occupational Health* (VOH) for these services, however all communication is through Rosewood Wild Therapy.

All clients will see an Occupational Therapist for an initial consult, and parents will have regular updates from both RWT and VOH, however hands on delivery of the therapeutic program at Rosewood will be by our RWT Occupational Therapy Assistants.

2. Roles and responsibilities

ROLES OF OCCUPATIONAL THERAPIST (Vallentine Occupational Health)	ROLES OF THE OCCUPATIONAL THERAPY ASSISTANT (Rosewood Wild Therapy)
All communication to come through Rosewood Wild Therapy	Responsible for all communication between clients and Vallentine Occupational Health
Assessment session by the occupational therapist with the client and family at the commencement and completion of each program to establish realistic goals	Participation in the assessment sessions and goal setting sessions
Design/document a client-specific program targeted towards realistic goals	Follow an individually designed occupational therapy program by providing face to face therapy at the practice without the direct supervision of the occupational therapist
Weekly supervision sessions with the occupational therapy assistant (This is not charged to NDIS plans)	Weekly supervision sessions with the occupational therapist (This is not charged to NDIS plans)
Parent coaching sessions where needed by phone or meeting	Document the therapeutic outcomes and clinical notes after each session
School meetings by occupational therapist where needed	Communication with occupational therapist if any issues arise in a session
NDIS Report writing by the occupational therapist as required	-

What to expect

1. Clinical Assessment

The first step in attending our practice is to undergo a pre therapy assessment with one of our Occupational Therapists.

Assessment Service Agreement

Rosewood Wild Therapy (RWT) will require a signed **Assessment Service Agreement** to book this appointment. This is separate to a regular Service Agreement for your child's ongoing therapy. RWT will bill for a 2-hour assessment, which will inform planning moving forward, but does not include a formal report.

If you would like an additional formal report, an extra hour will be billed for report writing.

Where: This assessment takes place at an indoor practice at 12 Mimosa Drive, Port Macquarie. These assessments will generally take place on a **Friday**.

From this appointment, your child's OT will write a therapy plan for delivery by our Occupational Therapy Assistants at RWT. If you do not already have an initial visit booked in, RWT will contact you to book your child's appointment.

2. First appointment and Service Agreement

During your child's first appointment at Rosewood, our therapy assistants will discuss your child's ongoing Service Agreement with Rosewood Wild Therapy. This service agreement outlines the services and costs being agreed to, as well as the responsibilities of the provider and participants.

Where a primary carer is not attending the first appointment, RWT will discuss the Service Agreement via a phone call.

3. Therapists onsite

At any time, there will always be a minimum of 2 Occupational Therapists or Occupational Therapy Assistants operating individual OT services within the therapy space.

4. Ongoing communication

At your child's initial assessment, you will have the opportunity to discuss any concerns and goals with our Occupational Therapists. From there, communication will be through Rosewood Wild Therapy.

You will receive regular updates from your child's OT and OT Assistant through RWT. These updates will be every 1-2 months (depending on frequency of appointments) and are in lieu of face-to-face communication with your child's OT at each appointment.

If you would like additional time to consult your child's Occupational Therapist, this can be booked through the RWT administration team. This time will be billed as per the [NDIS Pricing Arrangements and Price Limits 2021-2022](#) (pricing details provided in Service Agreement).

This pricing also applies to other additional services provided by the Occupational Therapist, such as NDIS report writing or school meetings.

5. Invoicing and Payments

After each appointment, RWT will email invoices directly from Xero. For ease of payment, these invoices have a link through which you can pay directly. To ensure continued viability of RWT we kindly ask that invoices are paid within their due date time frame.

