



KERALA OCCUPATIONAL THERAPISTS' ASSOCIATION

Regn. No. EKM/TC/579/2017

Door No.32/1393A, Pipeline Road, Palarivattom P.O., Cochin-682025, Kerala, India
Tel : 0484-2102688

Executive Committee

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24.01.2025

Circular

KOTA Guidelines to ensure Professional Integrity.

Dear Members,

The Kerala Occupational Therapy Association (KOTA) remains steadfast in its commitment to ensuring professional excellence and ethical practices within the field of occupational therapy. We kindly request all members and the organizations they are associated with to follow the guidelines outlined below to maintain uniform standards and professionalism.

Work Conditions

1. Working Hours and Compensation

Members are encouraged to follow an 8-hour working schedule to ensure a balanced and productive work environment. Any additional work beyond these hours should be compensated through overtime as per organizational policies.

2. Salary Guideline

BOT / Graduates:

Freshers to 1 year of experience: Rs 40,000/- (minimum consolidated package)

2 to 5 years of experience: Rs 45,000/- to Rs 55,000/- (based on additional qualifications/certifications).



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MOT / Post Graduates:

Freshers with no prior experience: Rs 50,000/- (minimum consolidated package)

1 to 5 years of experience: Rs 55,000/- to Rs 70,000/- (based on additional qualifications/certifications).

Therapist-to-Client Ratio

To ensure quality care, it is recommended that the workload of 8-hour shift maintain a therapist-to-client ratio of 1:8.

For group sessions involving more than two children, the presence of a second therapist is mandatory to provide adequate support and attention to all clients.

4. Employment Policies

All employment contracts should be renewed annually to reflect the terms and conditions of service.

Providing an **offer letter** to employees is essential and should be a standard practice across organizations.

Leave policies and other entitlements should align with the prevailing Labour Laws to ensure fairness and compliance.

An **Experience Certificate** must be issued to employees upon the successful completion of their tenure with the organization. This should include details such as the employee's designation, tenure, and key responsibilities.



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Notice Periods must be clearly defined in employment contracts for both resignations and terminations. The notice period should be reasonable, compliant with Labour Laws, and ensure smooth transitions while minimizing disruptions to organizational operations.

5. Private Practice Membership Requirements

Members involved in occupational therapy practice are kindly reminded to maintain valid memberships with both AIOTA and KOTA as a mark of credibility and adherence to professional standards.

Additional Clause: Job Offer Integrity

We have observed an increasing concern where applicants accept job offers from a center, only to use them as leverage to negotiate with other organizations and subsequently decline the original offer without prior notice.

To maintain professionalism and respect within the field, applicants are expected to make an informed decision before accepting any job offer.

Once an offer is accepted, it is considered a binding agreement, and renegeing on the commitment without valid reason will be viewed as unethical behavior.

Centers and organizations are advised to report such instances to KOTA for appropriate review and action, which may include the issuance of warnings or revocation of KOTA membership privileges.



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Compliance and Cooperation

We greatly value the dedication and professionalism of all our members and their organizations. These guidelines are designed to support a collaborative and ethical work environment that benefits practitioners, organizations, and most importantly, the clients we serve.

Additionally, we would like to emphasize that **the organizations employing occupational therapists must also adhere to these policies and regulations, ensuring compliance with KOTA standards.**

Thank you for your understanding and cooperation in adhering to these guidelines. Together, we can uphold the integrity and reputation of our profession.

Best Regards,

**Dr. Joseph Sunny, MOT, Ph.D., Fellow (NDD),
President, Kerala Branch of All India Occupational Therapy
Association**