
Professional Board for Occupational Therapy, Medical Orthotics and Prosthetics and Arts Therapy

**ATTENTION: HEAD OF DEPARTMENT,
OCCUPATIONAL THERAPY /
HEAD OF PROGRAMME, ARTS THERAPIES**

Department: Executive Company Secretary

Designation: Committee Coordinator

Date: 15 October 2026

REQUEST FOR INPUT: GUIDELINES ON THE USE OF TECHNOLOGY AND ON WASTE MANAGEMENT

Dear Colleague

1. Purpose of this letter

The Professional Board for Occupational Therapy, Medical Orthotics and Prosthetics and Arts Therapy has, among its current strategic objectives, the development of guidelines relating to the use of technology by registered practitioners, and guidelines relating to waste handling and waste management. Both have been assigned to the Professional Practice Committee.

This letter invites your institution's input through two short surveys.

- Occupational Therapy programmes are asked to contribute to both matters.
- Arts Therapies programmes are asked to contribute on the use of technology only.

2. Guidelines relating to the use of technology

Profession-specific guidelines on the use of artificial intelligence, and on the adoption of new technology, were published for each of the Board's professions in May 2025. These documents are now being reviewed, so that they remain relevant to current practice and reflect developments within the professions. Each profession is revising its own guidelines, working to a common structure.

The Board wishes to understand which technologies are in use in teaching, learning and clinical training, how they are being integrated into curricula, what is anticipated in the near future, and what practical constraints arise.

3. Guidelines relating to waste management (Occupational Therapy programmes)

The Board is conducting a baseline assessment of the waste generated in professional practice and training. Occupational Therapy settings generate several of the waste streams concerned (thermoplastics, plaster, adhesives and solvents, among others), and the Board wishes to establish how this waste is currently managed and disposed of, and what disposal and recycling options are in fact available.

We would be grateful if Occupational Therapy programmes would also share copies of any institutional waste management policies, procedures or protocols applicable to teaching clinics, laboratories and workshops. These may be sent by email to the address below.

Please note: this request concerns the management and disposal of waste. Occupational exposure to dust, fumes and hazardous chemical agents falls under separate occupational health and safety legislation and is outside the scope of these guidelines.

4. Why your input is needed

The Board's intention is that these guidelines are evidence-based, practical, and grounded in what is actually happening in clinical practice and in professional training. Universities hold information the Board does not. Developing guidelines without that information risks producing documents that are not workable in practice.

Your input at this stage is scoping input. It informs what the guidelines need to cover. There will be a separate opportunity to comment on draft guidelines once these have been prepared.

5. What we are asking you to do

Survey	Completed by	Link	Estimated time
Use of technology in teaching, learning and clinical training	All programmes	Link to form	15 to 20 minutes
Waste generation and management in teaching settings	Occupational Therapy only	Link to form	15 to 20 minutes

Both surveys ask you to identify your profession at the outset.

The technology survey is most usefully completed by an academic involved in clinical teaching, or by whoever holds responsibility for technology use within the programme. Where both surveys apply, they are best completed by different people, with the waste survey going to whoever has day-to-day oversight of the practical teaching space. Please forward the links to the appropriate colleagues if this is not yourself.

If your institution has a policy on the use of artificial intelligence in teaching, learning and assessment, we would be grateful for a copy.

6. Response date

Friday, 30 October 2026.

Responses will be consolidated and reported to the Professional Practice Committee and thereafter to the Board. Where a survey cannot be completed in full, a partial response is more useful to the Board than no response.

7. Queries

Any questions may be directed to [Secretariat Ms Seetha Reddy, Committee Coordinator, email address: Seethar@hpcsa.co.za].

The Board values the expertise of the universities and believes that your contribution will ensure these guidelines are informed by current educational practice and reflect developments within the professions.

Yours sincerely



Dr H F Swanepoel

Chairperson: Professional Practice Committee

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