



Occupational therapy practitioners interested in starting a journal club will need to consider logistics, such as scheduling, meeting space, advertising, and documenting contact hours. Here are some considerations to help you with the planning process.

Administration

- Identify sponsor/affiliation
 - This could be your workplace, state association, or school
 - No formal affiliation is required to start a journal club
- Who will be leading/facilitating?
- Who are your members?
- What are your community expectations?
 - Do you require attendance?
 - Are there shared responsibilities?
 - Article selection
 - Topic selection
 - Moderators
 - Pre-session preparation

Scheduling

- In-person
 - In-services
 - Lunch-and-learns
 - Before or after work
 - Continuing education activities
- Virtual
 - Asynchronous vs. synchronous?
 - Consider a time that will work best for a majority of participants
 - Will you have participants attending from different time zones?

Meeting Space or Platform

- In-person
 - Make sure the space is accessible
 - Utilize spaces in your work or school setting
 - Book rooms in the library

- Use rooms in a community center
- Consider a coffee shop or similar establishment
- Virtual
 - Will you be using Zoom, Teams, etc?
 - Choose platforms that most members are familiar with
 - Choose platforms that are secure
 - Consider the availability of features that you may need (e.g., screen sharing, chat, breakout rooms)
 - Configure meetings with desired properties (e.g., waiting rooms, co-host)

Promotion

- Create announcements for each planned meeting
- Consider using flyers, newsletters, and staff meeting announcements to advertise
- Make announcements on social media or organization websites (e.g., CommunOT, NOTA)
- Announcements should include
 - Sponsorship/affiliation
 - Article citation
 - How to access the article
 - Date and time of the meeting
 - Location of the meeting
 - Registration instructions if required
- Give sufficient time for members to plan to attend, access materials, read, and prepare for sessions
- Consider requesting RSVPs

Determining Contact Hours

- Consider documenting contact hours in accordance with regulations in your state.
- Create a sign-in sheet or tracking log. Include the group name, session date and time, topic, and spaces for members' names and email addresses.
- Consider creating a contact hours letter or certificate that includes the leader's signature and credentials.

If you are interested in hosting a journal club for NOTA, please submit a Short Course Presenter Application (located under the Continuing Ed heading on NOTA's website).

American Occupational Therapy Association. (2021). *Jump-starting your journal club: Logistical considerations*.
<https://www.aota.org/practice/practice-essentials/evidencebased-practiceknowledge-translation/-/media/c8f1e8b7746f42cc9fde6d02e786a6f0.ashx>