

PROFESSIONAL BOARD FOR SPEECH LANGUAGE HEARING

PROTOCOL ON THE USE, DISCLOSURE AND DISSEMINATION OF PROFESSIONAL BOARD INFORMATION PUBLICLY BY THIRD PARTIES

1. PURPOSE

In an age where information about a company and its governance structures flows instantaneously, the Professional Board saw it befitting and critical that communications to external audiences relating to the professional Board information are managed in a coordinated way and the messages relayed in public are not only consistent but aligned with the policies and needs of the Professional Board and Council in general.

In the interests of the reputation of the Professional Board, in particular the HPCSA and stakeholder confidence, it is important that the information shared externally on behalf of the Professional Board issue is accurate, consistent and timely for the reputation of the Professional Board and the HPCSA's business success. Therefore, the purpose of the protocol is to provide guidance on sharing professional Board information publicly by third parties.

2. SCOPE

The scope of the protocol shall apply to third parties; namely but not limited to task teams members, independent consultants and subject matters experts engaged to conduct work and projects on behalf of the Professional Board.

Further, the protocol shall apply to the general public wishing to use/disseminate/disclose the professional Board information publicly.

3. RESPONSIBILITIES

Individuals listed in section (2) above involved in any potential or actual work related to the Professional Board are responsible for complying with the protocol.

4. INCIDENTS THAT WARRANTS APPROVAL OF THE BOARD PRIOR TO SHARING AND DISSEMINATING BOARD INFORMATION PUBLICLY (*THE LIST IS NOT EXHAUSTIVE*)

- i. *External Speaking Engagements.* This includes invitations to present publications to specialist meetings, *routine invitations/submissions*, including, draft and approved materials/guidelines/policies being developed and improved by the Professional Board (as well as the information on the Board website);

- ii. *Communication with the media.* This includes formal requests for interviews as well as enquiries, and includes all media – TV/Radio, newspapers, magazines, local/national professional associations and trade media and internet sites;
- iii. *Personal representation in the Media.* It is recognized that from time-to-time, third parties, namely; task team members, independent consultants and subject matters experts may be approached by the media on topics related to their personal interests or non-professional Board work related activities. The third parties may participate in such interviews. However, in order to avoid any confusion about whether the third party is speaking on their own behalf or on behalf of the Professional Board, the individual concerned may not reference the Professional Board or their role with the Professional Board/HPCSA, unless they have obtained prior approval to do so;
- iv. *Third Party Announcements/news releases relating to the Board.* Organizations or businesses external to the Professional Board seeking to issue a news release that relates directly or indirectly to the Profession;
- v. *General Board information Research information gathering exercises and marketing material endorsements citing the Professional Board.* The Professional is faced from time- to-time with third parties, organizations or businesses that seek information e.g. surveys, research or other data-gathering exercises from the Professional Board and even cite endorsement of the Professional Board of e.g. projects/publications in marketing materials. This includes draft guidelines, policies, reports and documents, forthcoming disclosed plans of the Board, disclosed unpublished Information and any other information which is not already in the public domain;

(Note: All requests from third parties to use the company logo should be referred to the HPCSA Corporate Internal Communications, which will provide guidance on obtaining approval of such.)

5. THE ROLE OF THE PROFESSIONAL BOARD

The Professional Board's role is to:

- v. ensure that the Board information intended to be disseminated externally conform to the Professional Board's regulatory and guideline requirements and is in line with the Health Professions Act provisions, Council communications protocol, other relevant statutes, policies and guidelines governing Council and professional Boards;

- ii. consider and approve/decline dissemination of Board information publicly by third parties;
- iii. monitor and evaluate compliance with the protocol;
- iv. review and updating of the protocol annually or when the need arise.

6. STANDPOINT OF THE PROFESSIONAL BOARD

All Board information discussed, presented and disseminated by third parties shall be treated as confidential and shall not be disclosed unless explicitly permitted by the majority vote of the Board of directors.

Disclosure of such information is prohibited by any communications means, including but not limited to e-mail, web posting, hard copy document, and verbal communication.

7. SUBMISSION FORMAT TO REQUEST THE USE OF BOARD INFORMATION EXTERNALLY

All applicants who intend sending submissions to request approval to use the Board information shall submit the following documents:

- a) duly completed application form (Form 001) to:

Email address: SLHBoard@hpcsa.co.za

HPCSA
Professional Board
Speech Language and Hearing
553 Madiba Street Arcadia
0083

8. BOARD GOVERNANCE STRUCTURES TO DELIBERATE AND APPROVE ON SUBMITTED REQUESTS

The Board shall use the following communication channels to deliberate on and provide approval on request submitted by third parties to use the Board information externally i.e. convene ordinary or special Board meetings, teleconference and electronic round robin approval and video-conferencing (skype) permitted by the majority vote of the Board of directors.

9. RESPONSE TURNAROUND TIME TO THE SUBMITTED REQUESTS

The Board endeavors to respond in writing to the submitted requests within 14 working days.

The Secretariat will send the response correspondence in the form of a Board resolution to the applicant within the above timeline.

10.REPORTING QUESTIONABLE CONDUCT/ COMPLAINTS IN CONTRAVENTION OF THE PROTOCOL

The policy is intended to address confidential issues of the professional Board shared and disseminated by third parties externally without prior approval or authorisation of professional Board.

If any interested party has reason to believe that there exists questionable or illicit conduct, contrary to the provisions of the protocol, the interested party should immediately report the facts/complaints to:

Email address: SLHBoard@hpcsa.co.za

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11.REVIEW AND UPDATING THE PROTOCOL

The protocol be reviewed by the Board annually or as and when the need arise.

<i>REVIEWED AND UPDATED ON</i>	
<i>APPROVED ON</i>	
<i>SIGNED BY</i>	