



HEALTH PROFESSIONS COUNCIL OF SOUTH AFRICA
PROFESSIONAL BOARD FOR EMERGENCY CARE
CODE OF CONDUCT
AND
DECLARATION OF CONFIDENTIALITY

NAME OF EDUCATION AND TRAINING PROVIDER:.....

NAME OF PROGRAMME:.....

DATE OF EVALUATION/INSPECTION/EXAMINATION/MODERATION:.....

- i. Board representative shall maintain an independent attitude, respect for the institution and an unbiased viewpoint throughout the evaluation and examination process.
- ii. board representative shall maintain confidentiality, integrity and objectivity throughout the evaluation and/or examination process, shall declare all conflicts of interest, and shall not knowingly misrepresent facts or subordinate his or her judgement to others when performing these professional activities.
- iii. board representative shall comply with the requirements of the Board relating to evaluations and/or examinations.
- iv. board representative may only disclose confidential information obtained in the course of the evaluation and/or examination process to the Board and beyond the formal evaluation and/or examination process, board representative are not permitted to engage in social and/or private discussions based on the evaluation and/or examination with members of the institution/department for the duration of the visit.
- v. All aspects of the evaluation and/or examination process are considered confidential and the evaluation and/or moderation report in its entirety may only be distributed to parties as agreed to by the Board;
- vi. Board representative shall take due care in the gathering, interpretation and validation of data. Board representative shall take due care in the interpretation and validation of examination results and evaluators and inspectors in the verification of compliance with the Board’s accreditation criteria;

- vii. Board representative are to avoid making comments and/or statements which contradict any of the Professional Board for Emergency Care policies;
- viii. Board representative shall be committed to the panel and are encouraged to engage actively in the evaluation/examination/moderation process;
- ix. Board representative shall be available during the entire evaluation and/or examination process;
- x. Board representatives are to as far as possible limit personal activities such as answering personal calls and responding to personal emails during an evaluation/examination/moderation or any other Board work;
- xi. Board representative shall submit duly signed reports to the Board Manager within four (4) weeks from the date of the evaluation and/or examination.
- xii. Board representative agree to abide to all of the ethical rules governing the profession of Emergency Care and HPCSA/Board policies. Failure thereof may result in appropriate action taken.
- xiii. all records relating to work done for the Board should be disposed of a.) if digital - remove from any personal storage devices/platforms b.) documents/paper-based records/physical materials must be returned to the HPCSA (Coordinator) or the Institution.
- xiv. ensure compliance with the Council approved Protection of Personal Information (POPI) Act no 4 of 2013 .

NOTE:

Evaluators/inspectors/examiners/moderators are required to duly complete and return the signed Form 305 to the Board **prior** to the professional activity being conducted.

SIGNED AT..... ON THIS.....DAY OF.....20

I conducted the professional activity in my capacity as:

Evaluator

Examiner

Moderator

I,..... acknowledge that I understand the contents of this documents and shall abide by its contents and hereby declare the following conflict of interest:
(Print full name and surname)

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.....

Iundersigned.....

.....
SIGNATURE

HPCSA Registration No