

Policy Title: Public Notification Policy	Policy #: INQ-02
Reference Bylaws:	HPA reference: Section 39.3
Authorization:	Date Approved: December 2, 2011
	Date Revised:

PURPOSE OF THIS POLICY

This policy sets out how the College carries out public notification required by section 39.3 of the *Health Professions Act*. Section 39.3(7) permits a public notice under section 39.3 to be made by posting a notice on the College's website. All section references in this policy refer to the *Health Professions Act* unless otherwise stated.

POLICY

How notices must be posted

The College's website will include web pages entitled "Professional Conduct" or equivalent, and will, subject to the archiving and retiring of notices under this policy, include public notices (or links to such notices) in a form and with content complying with section 39.3 of the *Health Professions Act* and with any directions made under that provision, concerning the following actions:

Actions pending resolution

a. Action by the Inquiry Committee under section 33(2), accompanied by the following language or equivalent:

The Inquiry Committee is empowered and required to investigate certain kinds of matters and, in appropriate circumstances, to impose immediate limits or conditions on, or to suspend or cancel, the registration of a registrant under section 33(2). Measures taken under section 33(2) pertain to matters which are and remain *unproven* unless admitted by a registrant or determined by the Discipline Committee. Actions under section 33(2) are subject to appeal to the court.

b. Extraordinary action by the Inquiry Committee under section 35(1), or by the Discipline Committee under section 38(8), accompanied by the following language or equivalent: Limits, conditions and suspensions ordered by the Inquiry Committee under section 35, or by the Discipline Committee under section 38(8), are made to protect the public during an investigation, pending a hearing, or during a hearing. Measures taken under sections 35 or 38(8) pertain to matters which are and remain *unproven* unless admitted by a registrant or determined by the Discipline Committee. Actions under sections 35 and 38(8) are subject to appeal to the court.

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Consensual Resolutions

c. Agreements, undertakings and or consents made, given or granted under:

- section 32.2(4)(b) (*report of person*),
- section 32.3(3)(b) (*report of hospitalization*) or
- section 36(1) (*undertaking or consent*) in relation to serious matters

Disciplinary Orders

d. Orders made under:

- section 37.1 (*consent orders*),
- sections 39(2), (5), (8) or (9) (*disciplinary actions, costs, terms relating to suspension or cancellation*),
- sections 39.1 (*orders based on findings of other regulatory bodies*), and
- sections 44(1) or (2) (*remedies relating to corporate permits, if applicable*).

When notices are posted

With a view to public notices being efficiently formulated and posted in batches at periodic intervals, the Registrar will make reasonable efforts to post a public notice on the College's website within 60 days of the direction of the Inquiry Committee or the Discipline Committee to provide public notice of a matter under section 39.3.

Notice of Citations

The Professional Conduct pages will include summaries of citations issued at the direction of the Inquiry Committee under section 37(1), unless a citation has been cancelled under section 37(4) or otherwise resolved, and the summaries will be accompanied by the following language or equivalent:

Citations issued by the Inquiry Committee under section 37 involve allegations which are and remain *unproven* unless admitted by a registrant or determined by the Discipline Committee.

Where citations or citation summaries are published, the Registrar may publish hearing dates relating to any given citation and its summary, but if hearing dates being published, they will be accompanied by the following language or equivalent:

The College endeavours to keep any hearing dates listed on its website up-to-date, but persons interested in attending any hearing should confirm each hearing date, and that the hearing is open to the public, before attending. The Discipline Committee is empowered to hold all or

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any part of a hearing in private at the request of a complainant, or as may be appropriate in a given case.

The archiving of notices

Public notices may be moved to a webpage entitled “Archive” or equivalent, accessible from the Professional Conduct page, after having been posted on the Professional Conduct pages for at least six (6) months.

The retiring of notices

Subject to other provisions of this policy, public notices on the “Archive” page may be removed after 10 years, subject to the Board directing by means of resolution or any further policy that particular notices or kinds of notices be otherwise removed or preserved.

Without limiting the aforementioned discretion of the Board, a public notice which relates to conduct for which the registration of a registrant has been cancelled under section 21(3)(d) will remain on the “Archive” page indefinitely.

How notices are organized

Public notices on the College’s website will be organized by type of action and by date of resolution. Where a public notice includes the name of the registrant respecting whom or which action was taken, links or references to that notice will contain the registrant’s name to facilitate electronic searches of the website or web pages for particular names.

REFERENCES

College of Speech and Hearing Health Professionals of BC, Bylaws (2009), www.cshhpbc.org

Government of British Columbia, Health Professions Act (2008), Victoria, BC: Queens Printer, www.bclaws.ca