



Health Professionals Council, Seychelles

PUBLICATION INFORMATION MANUAL

**Prepared in terms of Section 53 of the Promotion of Access to
Information Act 2018**

**DATE OF COMPILATION: February 2024
DATE OF REVISION: March 2026**

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1. List of Acronyms and Abbreviations

1.1	“HOIH”	Head of Information Holder
1.2	“IC”	Information Commission
1.3	“IO”	Information Officer
1.4	“ATIA”	Access to Information Act
1.5.	“HPC”	Health Professionals Council
1.6.	“AHP”	Allied Health Professionals

2. Purpose of Publication Manual

This Publication Manual is useful for the public to:

1. Check the nature of the records which may already be available at Health Professionals Council, without the need for submitting a formal ATIA request;
2. Have an understanding of how to make a request for access to a record of the Health Professionals Council;
3. Access all the relevant contact details of the persons who will assist the public with the records they intend to access;
4. Know all the remedies available from the Health Professionals Council regarding request for access to the records, before approaching the information commission;
5. The description of the services available to members of the public from the Health Professionals Council and how to gain access to those services;
6. A description of the guide on how to use ATIA, as updated by the information commission and how to obtain access to it;
7. If the body will process personal information, the purpose of processing of personal information and the description of the categories of data subject and of the information or categories of information relating thereto;
8. Know if the Health Professionals Council has planned to transfer personal information outside the Republic of Seychelles and the recipients or categories of recipients to whom the personal information may be supplied; and
9. Know whether the Health Professionals Council has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information, which is to be processed.

3. Establishment of the Health Professionals Council, Seychelles (HPC)

Health Professionals Council (HPC), established in 2012, is governed by the **Health Professionals Act (2006)**.

3.1. Objectives / Mandate

HPC is mandated to regulate protected allied health professions (AHP) as defined by the Health Professionals Act of 2006.

Mission:

To ensure that all Health Professionals are competent to practice and to protect the public by promoting the highest professional standards.

Vision:

To be the recognized, independent and supreme authority regulating and monitoring the practices of all health Professionals for ensuring public protection.

4. Structure of the Health Professionals Council and functions

4.1. Structure

The council consists of thirteen (13) members; ten (10) of which are elected by registered allied health professionals via an election process and three (3) are nominated by the Minister for Health.

The internal structure comprises of a Chairperson, a Vice Chair and eleven ordinary members. A Registrar (part-time basis) and an Administrative officer (full-time basis) are also employed to assist with the running of the Council.

Council members are assigned to **three (3) main Sub-Committees** to help achieve the Council's priorities as per the Council's Strategic Plan. Sub-Committees are as follows:

- Communication and Engagement,
- Education and Training,
- Monitoring and Enforcement.

4.2. Functions

The functions of the Council are —

- (a) to register and to monitor the competence and regulate the performance of Health Professionals in Seychelles for the purpose of promoting and upholding the highest possible standard of their practice;
- (b) to inquire into allegations of serious professional misconduct and malpractice by Health Professionals and to take appropriate action in respect thereof.

5. Key contact details for Access to Information of the (Insert the name of the Public Body)

5.1 Information Officer

Name: Melina Amedee
Tel: 2 537 389
Email: mamed29@yahoo.co.uk

5.2 Head of Information Holder

Name: Mrs. Patricia Rene
Tel: 2 722 996
Email: Patricia.Rene@health.gov.sc

5.3 Head Office Contact

Postal Address: Room B2
Block B Residence Hermitage,
Hermitage, Mont Fleuri

Physical Address: Room B2
Block B Residence Hermitage,
Hermitage, Mont Fleuri

Telephone: +248 4 303 745
+248 2 606 128

Email: registrarhpc@health.gov.sc

Website: <http://www.hpcseychelles.org/>

6. Description of all remedies available in respect of an ATIA or failure to act by the Health Professionals Council

1. Manuals referred to in subsection 53 (1) shall include the categories of information that the information holder will proactively disclose and those which will be made available only through the formal request process.
2. The information manual shall, together with the information required in subsection 53 (2), include the following information about the information holder —
 - a) A description of the structure and its functions, powers and duties;
 - b) Physical and electronic contact details of the information officer and the head of the information holder;
 - c) The guidelines developed by the information commission under section 51(2);
 - d) A description of any arrangement or provision for a person to make recommendations or to otherwise participate in the formulation of policy or the exercise of powers or performance of duties by the information holder;
 - e) A description of remedies available in respect of an act or omission by the information

- holder; and
 f) The manner of payment of any reproduction fees, and transcription fees.

3. An Information Holder shall —
 (a) update and publish its information manual whenever material changes to the information therein occur, but at least every 2 years; and
 (b) submit the updated information manual to the Information Commission.

7. Categories of records of the Health Professionals Council which are available without a person having to request access

Below are records that may be available on HPC website, which a person may download or request telephonically or by sending an email or a letter.

Categories	Document Type	Available on website / or other form of requests	Available upon ATIA request
Legislation / Regulation	<ul style="list-style-type: none"> - Health Professional Act (2006) - The Register - HPC - Scope of Practice (Handbook) - HPC Standard of Conduct Performance & Ethics Booklet - Guide for International Applicants 	Yes	Yes
Strategic Documents (Plans and Reports)	<ul style="list-style-type: none"> - Council Members - Annual Reports - Auditors reports - Organisational profile (overview , objectives , functions); - Strategic Plan 2020 - 2025 	Yes	Yes
Resources	<ul style="list-style-type: none"> - CPD Points Summary - CPD Booklet - CPD Record Keeping Templates - Registration Forms - Leaflets 	Yes	Yes
Publications	<ul style="list-style-type: none"> - News & Events - Newsletters 	Yes	Yes

8. Services Available to members of the public from the Health Professionals Council and how to gain access to those services.

8.1. Services available

- List of Active Practicing Allied Health Professionals; <http://www.hpcseychelles.org/the-register/>
- List of Protected Professions (Cadres); <http://www.hpcseychelles.org/about-us/>
- Access to HPC websites; <http://www.hpcseychelles.org/>
- By calling the office on (+248) 4 303 745 or 2 606 128
- By emailing HPC; registrarhpc@health.gov.sc

Handling of Complaints; <http://www.hpcseychelles.org/complaints/>.

9. Public Involvement in the formulation of policy or the exercise of powers or performance of duties by Health Professionals Council.

N/A

10. Availability of the Manual

This Manual is made available in the following official language -

- English;

A copy of this Manual or the updated version thereof, is also available as follows-

1. On www.hpcseychelles.org/, if any, of the public body;
2. At the head office of the public body for public inspection during normal business hours;
3. To any person upon request
4. To the information Commission upon request

11. Updating of the Manual


The Health Professionals Council will, if necessary, update and publish this Manual annually.

Issued by:



Melina Amedee (Mrs.)

Information Officer

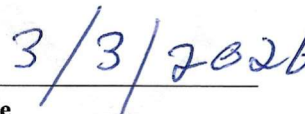


Date

Patricia Rene (Mrs.)



Head of Information Holder



Date

