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|  | SOUTH AFRICAN SOCIETY OF OCCUPATIONAL HEALTH NURSING PRACTITIONERS | | DOCUMENT NUMBER: G3F |
| | Confidentiality Agreement of the SASOHN Audit Team | | REVISION: 0.3 |
| | APPROVED BY: <i>Michelle Bester</i> | NATURE OF CHANGES: Revision | REV DATE: Feb 2023 |

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| 1. | PURPOSE |
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To ensure confidentiality maintained between the auditors, the auditee and the company of the auditee

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| 2. | SCOPE |
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The SASOHN Audit process involves interviewing the nominee and their support structure, reviewing case records and other documents from the participating occupational health service site, as well as observing the work practices of the individual practitioner and/or corporate team of practitioners. The SASOHN Audit Team will meet throughout the process to read and discuss the information collected.

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| 3. | PROCESS |
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| 3.1 | To further ensure the integrity of the process, and protect the privacy of the hosting site and/or company, the audit team member agrees to the following: |
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| 3.1.1 | Adherence to the health and safety policy and standard operating procedures governing the hosting site such as engaging in the induction training; safety and/or security searches; wearing of PPE etc. |
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| 3.1.2 | The material collected and distributed to team members is intended only for use in conducting the Audit and where necessary to inform the team, the hosting organisation and policy makers on the need for changes to current practice. |
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| 3.1.3 | In the feedback presentations, trainings, and other settings outside of the SASOHN Audit Team meetings, team members to obtain permission from the hosting Site or Organization in writing. |
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| 3.1.4 | Team members will not remove any non-public forms, files, or other records containing personal identifying information, unless specifically agreed upon with the occupational health service holding those files. Permission to be granted in writing. |
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| 3.1.5 | Only the SASOHN Audit Team identifies findings as per the audit conducted. The final written audit report is released only to the nominee, the SASOHN Regional Committee and/or the SASOHN National Executive Committee. SASOHN encourages the nominee to then share the full disclosure of audit findings with their mentor and employer. |
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| 3.2 | In the unlikely circumstance where a member of the Audit team observes a practice that requires immediate attention, either because of threats to a person’s safety, health and /or apparent professional misconduct or omission, that team member and the Lead Auditor will privately communicate their concerns to the nominee, and their appointed designee of the applicable organization. The necessary action to be followed will be determined by the applicable organization. |
| 3.3 | In the unlikely circumstance that such a transgression, as described in item 6, should occur, the nominee, the appointed designee and the applicable organization will have a maximum of one month from date of audit results released to rectify the misconduct and/or omission to the satisfaction of the current medico-legal framework that applies. |
| 3.4 | Upon which failing the above, the SASOHN Lead Auditor is obligated by regulations to report the transgression to the applicable Professional Council and/or National Department pending the health and/or safety impact of the transgression. |

Please sign the Confidentiality Agreement on the next page

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CONFIDENTIALITY AGREEMENT

I, _____, (Name/ Surname)

Representative of SASOHN hereby certify that I am of sound mind, and consent to the CONFIDENTIALITY Agreement to not disclose any of information of the audit conducted to the public or for my gain. I hereby agree that the results of the Audit will be disclosed with the Auditee, Organization being audited, Regional Chair and SASOHN National Educational Representative.

Signature_____

Date_____

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