



POLICY & PROCEDURE

Administrative
Number: 8.39

Approved By Council: January 15, 2008

Issued:

Updated:

Replaced:

TOPIC: NEWSLETTER POLICY

PURPOSE:

The newsletter is to be used primarily as a vehicle to communicate and share information with the members of the College of Physiotherapists of Manitoba about matters related to regulation of the profession, including registration, complaints and inquiries and standards of practice. Other content may include environmental scanning of issues relevant to physiotherapy in other provinces and countries, or issues affecting health care professions with potential impact on physiotherapy. The newsletter of the College of Physiotherapists of Manitoba is produced a minimum of twice per year or more frequently as time and value of content is deemed necessary for production. The newsletter will be published on the Web site of CPM so it will be accessible to the public and therefore serve public relations function.

POLICY:

No advertising will be solicited or printed. Advertising refers to the solicitation of members for purposes of attending courses, recruiting for employment positions, recruiting for research activities, selling products or services.

No jokes or humor will be printed. The Editor will also determine suitability of content from a viewpoint of offensiveness to others and human rights issues.

Specific articles from past newsletters or from other jurisdictions may be printed only after permission from the original author or organization is received. Reprinted articles must be acknowledged as to author, date and source of publication.

Articles from members of the College may be printed, subject to the discretion and editing of the Registrar and /or Newsletter Editor(s). No anonymous articles will be printed. Articles that do not necessarily represent the views of the College may be printed but a disclaimer recognizing that the article may represent the viewpoint of the writer but not the CPM should be added to the article. Articles submitted by members must follow the protocol established by the Editor as to length of article, content etc.

A "Consent to Publish" form (attached) must be signed by the person(s) included in a picture or visual representation prior to publication in the newsletter.

The Newsletter Editor works closely with the Registrar to determine suitable publication material. The Newsletter Editor may write articles for the newsletter as may the Registrar. The

Newsletter Editor shall proof read draft copies of the newsletter for errors and suitability of content prior to final editorial draft.

The newsletter will be published on the CPM website and distributed to all members of the College with e-mail addresses. Hard copies can be mailed to members who request a copy. Hard copies will be mailed to health care facilities which employ physiotherapists, including private practices, Manitoba Health, the Canadian Alliance of Physiotherapy Regulators, other physiotherapy regulators across Canada, other health care professional regulators in Manitoba and the provincial government (e.g. Minister of Health)

THE COLLEGE OF PHYSIOTHERAPISTS OF MANITOBA

**Consent for photographs
for Publication in the College's Newsletter**

I, _____ give consent to The College of Physiotherapists of
Please print name

Manitoba to have taken photographs for publication in the College's Newsletter.

I DO HERBY release and forever discharge the College of Physiotherapists of Manitoba, its members, employees and agents from all manner of actions, causes of action, suits, contracts, claims, and demands whatsoever which may arise against The College of Physiotherapists of Manitoba, its members, staff and agents having complied with this authorization.

Date: _____

Signature: _____

Witness: _____