

**Title: Guideline for Presentations & Publications
(External)**

Site where document is utilised: **MNCLHD**
 Description: Guideline for approval process of external presentations and publications
 Keywords: Presentation; Publication; Research
 Directorate: Communications & Corporate Strategy
 National Standard: [NS2]

Replaces Existing Guideline: **false**
 Registration Number of Superseded Document(s): [Superseded Document ID]

Related Legislation, NSW Health Policy or Circular, or other MNCLHD Documents:

Author: < Dr Tony Lower, Director Research and Knowledge Translation >
 < Vanessa Edwards, Director Communications & Strategy >
 Phone: <5524 2490> Contact: <Nicole Raschke – Operations Manager Research Office>
 <MNCLHD-Research@health.nsw.gov.au >

Aboriginal Health Impact Statement Required?: true
 Date: <4/11/19> Registration Number: CCS/2019/01

MNCLHD Executive Director/Director Responsible for Communication, Implementation and Review:
Director Research and Knowledge Translation

First Issued Date: [Issue Date]
Last Revision Date: [Date Reviewed]
Publish Date: [Publish Date]
Review Due Date: [Date for Review]

Approved for Electronic Distribution by the MNCLHD Senior Executive Team on 12/11/2019

MNCLHD Guideline

Document Registration Number:

MNC-GUI-0098-20



Health
Mid North Coast
Local Health District

Author/s: Dr Tony Lower, Director Research and Knowledge Translation

Vanessa Edwards, Director Communications & Strategy

Executive Director/Director: Director Research and Knowledge Translation

Consultation: Senior Executive Team (SET), Governing Board

Authority: Chief Executive

Management Authority: MNCLHD Senior Executive Team Meeting

1.0 Title

Guideline for Presentations & Publications (External)

2.0 Related Policy

MNCLHD encourages staff to be actively involved in research and to present and publish these results in suitable forums. With the increase in research outputs, there is a need to not only measure these outputs, but also to ensure compliance with the Strategic Directions and CORE values that underpin MNCLHD operations.

3.0 Purpose

This Guideline aims to establish a streamlined process for the approval of external presentations and publications that also upholds the CORE values of the MNCLHD. The Guideline will ensure staff are provided with information to assist them in complying with MNCLHD procedures regarding presentations and publications.

4.0 Risk Management

There can be risks and unintended consequences associated with external presentation and/or publication of information that is associated with the MNCLHD. Therefore, careful review of requests to present and/or publish must take place to minimise the potential for staff and the MNCLHD to be placed in a difficult or controversial position, resulting from public discussions.

This guideline provides a formal approval process for any MNCLHD staff member seeking to present/publish information that is associated with the MNCLHD.

The process also clearly indicates to our partners (Aboriginal Medical Services, universities, research groups, Primary Health Network etc.), the level of scrutiny required before approval for presentations/publications can be given.

Generic information on Risk Management for use in documents can be accessed at:
<http://int.mnclhd.health.nsw.gov.au/clinical-governance/enterprise-wide-risk-management/>

5.0 Procedure

All requests for external presentations and publications are to be endorsed by the relevant SET Member. Note this process is solely for review of the potential risks of the content to the District and has no role in identifying if relevant funding is available to support the presentation/publication. This is a Directorate responsibility.

The Presentation and Publication Panel consists of the Director of Research and Knowledge Translation, Research Operations Manager and the Director of Communications and Corporate Strategy. This Panel is contacted through the Research Office (MNCLHD-Research@health.nsw.gov.au). It is the responsibility of the Research office to maintain the Presentation/Publication Register.

The applicant responsibilities:

1. Complete the MNCLHD Approval Form for Conference Presentations / Journal Publications
2. Forward the material for presentation / publication and Approval Form to the appropriate SET member.

The relevant SET member responsibilities:

3. Identify if the presentation/publication aligns with the CORE values and assess any potential risks associated with this information being placed in the public domain.
4. Make a recommendation of supported / not supported.
5. Where supported, the request for presentation/publication and relevant material, is forwarded by email to the Presentation and Publication Panel. Where the application is not supported, the SET member notifies the applicant and no further action is taken.

The Presentation and Publication Panel responsibilities:

6. Review application(s) and assess the risk to the organisation (decision made within five working days of initial receipt to Panel).
7. If no or limited risks identified, the application is approved and the SET member and applicant notified via email. A record is placed in the Presentation/Publication Register.
8. Where potential issues or high level of risks are identified, further consultation may be required with the relevant SET member and/or staff member. This may involve recommendation of changes to be made to the material to reduce the level of risk. A reassessment of the material will be made. If required, the SET member and Panel may seek final determination by the Chief Executive. A record of the determination is placed in the Presentation/Publication Register and the applicant and SET member notified.

6.0 Monitoring, Evaluation and Review

To ensure transparency and measure research related outputs, a register of presentations/publications will be maintained. This register will be available within the Health Service Development and Innovation Committee and be submitted to the Governing Board annually. Guideline to be reviewed bi-annually.

7.0 Key words

Research; Presentation; Publication

8.0 Definitions

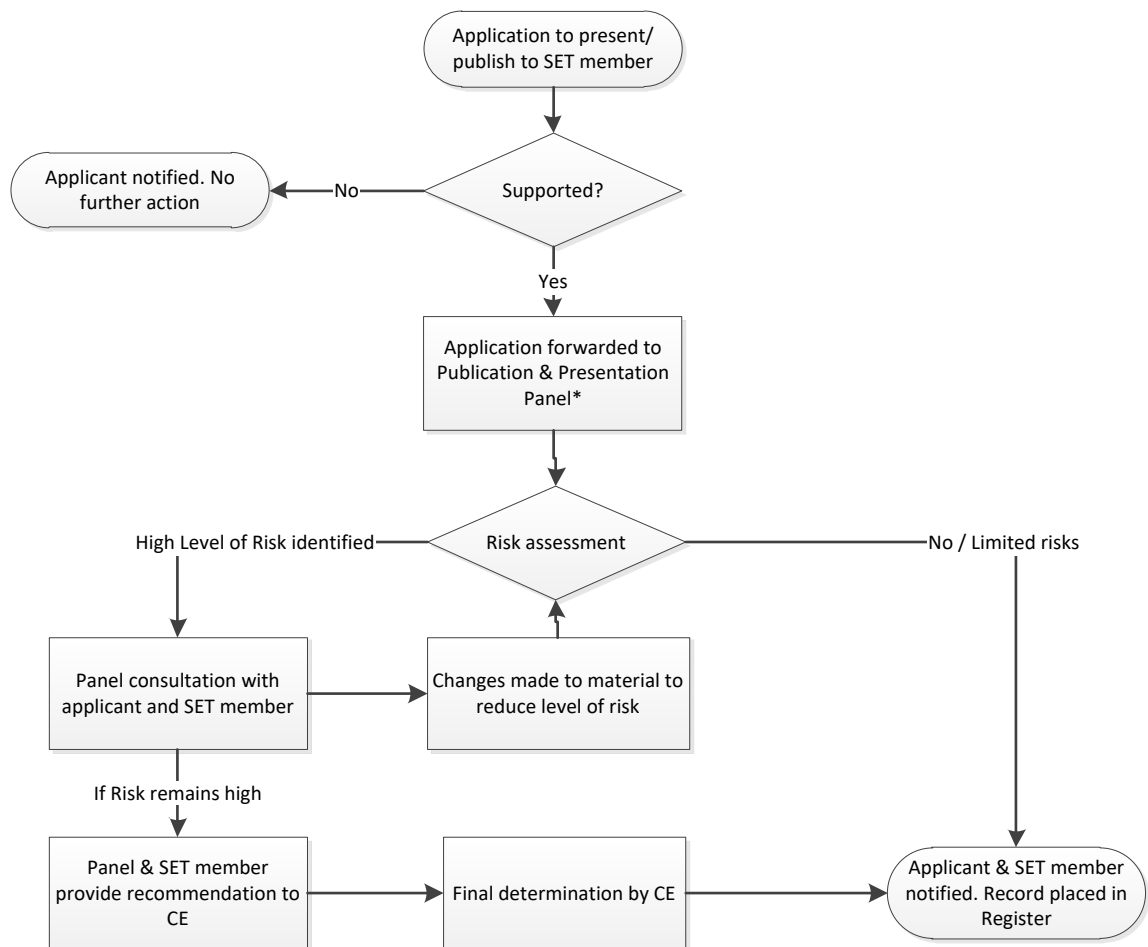
9.0 References

PD 2015_043 NSW Health Risk Management - Enterprise-Wide Risk Management Policy and Framework available at:

http://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=PD2015_043

10.0 Appendices

Flowchart



Approval Form for Conference Presentation or Publication Submission

attached



Approval Form for Conference Presentation or Publication Submission

Purpose

This cover letter is to accompany material to be submitted for public presentation or publication from a MNCLHD employee in accordance with **MNC-GUI-0098-20** – Guideline for Presentations and Publications (External).

Instructions to Applicant

1. Complete this form and forward to relevant Senior Executive Team Member with the material to be presented / published.

Directorate Details			
SET Name		Directorate	
Applicant Details			
Applicant Name		Position	
Facility		Dept / Ward	
Email		Phone	

Details of Application:	Conference	Poster	<input type="checkbox"/>	Oral	<input type="checkbox"/>	Publication	<input type="checkbox"/>
Details	<i>e.g. name, date & location of conference or journal name</i>						
Title							
Summary (50 words max)							

SET Member Use Only

Supported? Yes No

Signature _____ Date _____

If supported - forward to Presentation & Publication Panel (MNCLHD-Research@health.nsw.gov.au)

If not supported – notify applicant

Presentation & Publication Panel Use Only

Approved? Yes No High level of risk identified

Signature _____ Date _____

MNCLHD Chief Executive Use Only (if applicable)

Approved? Yes No

Signature _____ Date _____

Notify Presentation & Publication Panel (MNCLHD-Research@health.nsw.gov.au)