

HKIOEH's policy on RPH registration and examination

In May 2013, Hong Kong Institute of Occupational & Environmental Hygiene (HKIOEH) was recognized by IOHA as a Certification Board. As a certification body, HKIOEH is committed to meet the certification standard of IOHA. This paper sets out the HKIOEH's policy statements with relevant procedures/measures on the registration program of Registered Professional Hygienist (RPH) and the qualifying examination to achieve the above goal.

1. HKIOEH attaches great importance to the professional ethics of RPH and will take necessary measures to ensure that all RPH duly observe the ethics.

Procedures/Measures:

- The requirement of observing the Code of Ethics of HKIOEH is stated under the section "Agreement and Professional Ethics" of Application Form for sitting the qualifying examination of RPH. All the candidates applying for sitting the qualifying examination has to signify his/her consent to the agreement and professional ethics.
- Under the aforesaid "Agreement and Professional Ethics", RPH are prohibited from using his/her RPH title or registration as credentials in unrelated discipline (e.g. food hygiene) or for performance of duties in unrelated disciplines.
- The title of RPH will be removed from the list of RPH accordingly when it has been proved and agreed by the Registered Professional Hygienist Registration and Examination Board (RPH R&EB) of HKIOEH that the person fails to the rules under "Agreement and Professional Ethics".

2. HKIOEH assures that all its activities do not compromise the confidentiality and impartiality of the certification.

Procedures/Measures: Under HKIOEH, RPH R&EB has issued two guidance documents about the set up of the written examination panel and the set up of the oral examination panel. These guidance documents detailed the formation of the written and oral examination panel, the appointments of all the key personnel involving in setting examination questions and conducting examination, requirements to avoid conflict of

interests so that proper procedures are followed to keep the confidentiality and impartiality of the certification. As the executive arm of HKIOEH, RPH R&EB is vigilant to ensure all the activities related to RPH registration and qualifying examination are carried out in a proper manner

3. HKIOEH shall not offer or provide training or aid others in the preparation of such services, which may affect the confidentiality and impartiality of RPH registration and examination.

Procedures/Measures:

HKIOEH prohibits any persons involved in providing training for preparing RPH examination from (a) being an examination panel member to set questions in the RPH written examination immediately after the training; and (b) being an examiner in the RPH oral examination immediately after the training.

4. The Council of HKIOEH is committed to handling any appeals or complaints related to RPH registration and examination in an unbiased manner.

Procedures/Measures:

All appeals or complaints related to RPH registration and examination should be addressed to the Council of HKIOEH which will resolve these independently.

Council of HKIOEH

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