



POLICY

CPSS Publications

Status:	Draft
Adopted by Council:	December 1992
Amended:	March 2018 June 2023
To be reviewed:	June 2028

PREAMBLE

CPSS publications, in particular the 'Newsletter', are communication instruments for the dissemination of information to registrants of the College, other health agencies and sister Colleges across Canada, and the public.

POLICY

1. The CPSS Publications Advisory Committee

A Committee appointed by the Registrar will act in an advisory capacity in designing and editing the CPSS newsletter for maximum readability by its target audiences.

The CPSS Publications Advisory Committee (or "Advisory Committee") is chaired by the staff Communications Officer and should include:

- a practicing physician (may be a Council member),
- a member of the public (may be a Council member),
- other members as deemed appropriate by the Registrar.

In addition, the President of Council and the Registrar will have the privilege to participate as ex officio members.

A three-year term for appointed members is recommended to bring in new ideas and perspectives, after which the Registrar may choose to either re-appoint for a second term or appoint a new member.

This committee is a CPSS administrative advisory committee. As with other CPSS committees, appointed members will follow Governance Policy 8 (GP-8).

2. Roles & Responsibilities

The CPSS Communications Officer has frontline responsibility for chairing the committee, collecting and collating information for potential inclusion in the *'Newsletter'*, and organizing its publication and distribution.

The Advisory Committee shall assist and advise the Communications Officer in selecting material for inclusion in the *'Newsletter'*.

The *'Newsletter'* may contain articles which articulate viewpoints which are not necessarily those of the College of Physicians and Surgeons of Saskatchewan as a corporate entity. Such articles should generally focus upon issues that are relevant to the practice of medicine and serve to stimulate thought and discussion among CPSS registrants and the broader public. Such articles should be clearly identified as the viewpoint of the writer.

Because the leadership responsibilities of the President and the Registrar include the task of challenging the CPSS registrants and others to consider innovative concepts, both the President and the Registrar shall enjoy the privilege of publishing joint or individual articles in the *'Newsletter'* which will be identified as their respective viewpoints.

Articles may be accepted from other individuals and sources. Such submissions may be subject to editing for length and content. The publication of viewpoint articles authored by individuals other than the President or the Registrar shall be subject to consideration by the Advisory Committee.

Upon receipt of external editorial material for publication in the CPSS *'Newsletter'*, the Communications Officer shall forward copies of such submissions to the members of the Advisory Committee and invite their feedback. Recommendations to publish or not publish any particular article will be made by majority vote of the Advisory Committee. Resulting recommendations, including tie votes, are to be submitted to the Registrar for final decision.

From time to time, the Committee may also be tasked to provide feedback and recommendations for improvement to other CPSS publications.