

Hong Kong Institute of Speech Therapists Limited	Document No.	HKIST-A-ORG-v2
	Issue Date	25/08/2022
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1.0 Introduction

The Hong Kong Institute of Speech Therapists Limited (HKIST) is a limited company by guarantee. It is established to ensure that the public could have access to professional speech therapy services provided by qualified speech therapists.

1.1 Vision

The vision of the HKIST is *Effective communication and safe swallowing, a human right, accessible and achievable for all people in Hong Kong.*

1.2 Mission

The missions of the HKIST include:

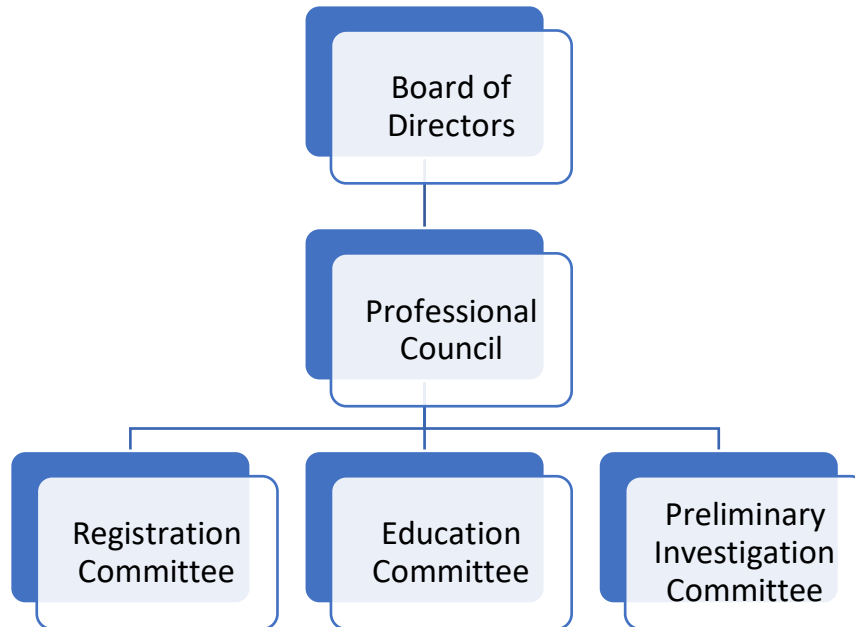
- 1.2.1 To safeguard the public interests in accessing speech therapy services
- 1.2.2 To ensure adequate standards of professional practice and of professional conduct among accredited speech therapists
- 1.2.3 To maintain and update the register of accredited speech therapists in Hong Kong

2.0 Organization Structure

The HKIST consists of a Board of Directors and a Professional Council. The Board of Directors is mainly responsible for the administration of the HKIST Limited, while the Professional Council carries out the professional functions of the HKIST, i.e. to ensure that quality speech therapy service is provided to the public by professionally competent speech therapists. Below is the organization chart of the HKIST.

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Hong Kong Institute of Speech Therapists Organization Chart



2.1 Board of Directors

The Board of Directors is mainly responsible for the administration of the HKIST and should abide by the Companies Ordinance. Regarding the details of appointment, rights and authority of the HKIST directors, please refer to the HKIST Articles of Association.

2.2 Professional Council

The Professional Council is mainly responsible for the professional functions of the HKIST, mainly to conduct and administer the accreditation of speech therapists. All members of the Professional Council and its committees must perform their duties following the Code of Conduct and the Ethics Policy of HKIST. In order to ensure the representativeness of the Professional Council, members of the Professional Council consist of representatives of speech therapists working in different sectors, namely 1) education, 2) social welfare, 3) medical and health, 4) private practice and 5) speech therapists training institutions. In addition to the speech therapists' representatives from different sectors, the Professional Council also has at least two lay members, accounting for at least 25% lay member representation. The term of office of each Professional Council will be 3 years, with a maximum of two terms of office. While founding members of the Professional Council were nominated by the Board of Directors, speech therapists members of subsequent councils will be elected by accredited speech therapists in general meetings.

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2.3 Committees under the Professional Council

There are three committees under the Professional Council, namely the Registration Committee, Education Committee and the Preliminary Investigation Committee (PIC). Each committee will have a chairperson and at least three members. The terms of reference of the each of the respective committees will be determined by the Board of Directors.

2.3.1 Registration Committee

The Registration Committee is mainly responsible for determining and reviewing the eligibility criteria of accredited speech therapists, accreditation of local programmes that train speech therapists in Hong Kong, and the maintenance of the list of accredited speech therapists registered under the HKIST. The main functions of the Registration Committee are listed below:

- 2.3.1.1 To approve applications for accreditation of speech therapists
- 2.3.1.2 To give advice on the eligibility of the applicants for accreditation
- 2.3.1.3 To make recommendations to the Professional Council in updating the list of registrable qualifications and membership criteria
- 2.3.1.4 To maintain an updated list of accredited speech therapists, which would be made available for the public's information, through a secure information system
- 2.3.1.5 To review the framework for accrediting the local ST training programme(s) and review the accreditation status, and make recommendation on matters relating to approval and re-accreditation of local programme(s)

2.3.2 Education Committee

The Education Committee is mainly responsible for ensuring that accredited speech therapists keep themselves updated in terms of professional knowledge and practice, so that up-to-date effective speech therapy services are being provided for public's interests. The main functions of the Registration Committee are listed below:

- 2.3.2.1 To work out the details for the implementation mechanism of continuing professional development for the profession of speech therapists.
- 2.3.2.2 To maintain the continuing professional development record of accredited speech therapists.
- 2.3.2.3 To assist the Professional Council in assessing various courses or training with a view to developing an accreditation system for the scheme of continuing professional development for speech therapists.

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- 2.3.2.4 To advise the Professional Council on any matters with regard to continuing professional development for the speech therapy profession.
- 2.3.2.5 To assess registrants on continuing professional development requirements
- 2.3.2.6 To evaluate any risks related to speech therapy practice and report to the Professional Council
- 2.3.2.7 To monitor and evaluate any potential risks and propose feasible ways to control the risks
- 2.3.2.8 To update the Risk Register

2.3.3 Preliminary Investigation Committee

The Preliminary Investigation Committee (PIC) is established to ensure ethical and professional practice in the field of speech therapy by enforcing the Code of Ethics for speech therapy in Hong Kong where necessary. In order to ensure that complaints are handled in a fair and transparent manner, members of the PIC include both members of the profession as well as lay members. The main functions of the PIC include:

- 2.3.3.1 To handle and investigate external complaints against accredited speech therapists registered under the HKIST as well as internal complaints raised by accredited speech therapists on the operation of HKIST.
- 2.3.3.2 To maintain an updated complaint register
- 2.3.3.3 To review regularly the complaint handling procedures and outcomes.