

**Application for the use of the International Self-Assessment Tool for
Organizational Health Literacy of Hospitals – short version (OHL-Hos-SF)
and confirmation on fulfilling the conditions for using the tool**

About the English version of the OHL-Hos-SF

- The International Self-Assessment Tool for Organizational Health Literacy of Hospitals – short version (OHL-Hos-SF) was developed by the M-POHL Working Group on the OHL-Hos-SF.
- It is owned by the WHO-Action Network on Measuring Population and Organizational Health Literacy (M-POHL) which is coordinated by the International Coordination Center (ICC) at the Gesundheit Österreich GmbH / Austrian National Public Health Institute, Stubenring 6, 1010 Vienna.
- The tool should be cited as: M-POHL Working Group on Developing the OHL-Hos-SF (2025). International Self-Assessment Tool for Organizational Health Literacy of Hospitals - short version (OHL-Hos-SF). M-POHL. Vienna.

Conditions for the use of the OHL-Hos-SF

The use of the tool is bound to a set of rules for non-M-POHL OHL project partners:

1. Registration by filling in this application form is required to use the original English version or translated versions of the tools and the following conditions 2-7 must be accepted and guaranteed.
2. The use of the tool (e.g. assessment/evaluation, quality improvement, study, accreditation, teaching) must be non-commercial and in public interest. This rule includes that those using the tool, e.g. health care organizations, management, education/training institutions, consulting services, services for accreditation, regardless, whether they are non-profit or for-profit, are NOT allowed to charge others for the direct use of the tool.
3. Any licensing of the OHL-Hos-SF - the entire tool or part of the tool - by third parties is prohibited.
4. Any translations of the tool must be provided to the ICC.
5. The ICC and the M-POHL OHL project partners can use the translated versions.
6. The tool must be cited in any publication resulting from the use of the tool.
7. Regarding publications based on the use of the tool, a pdf copy of publications must be provided to the ICC after publication.

The use of the instrument is free of charge.

Instruction for applicants who seek permission to use the OHL-Hos-SF:

Please fill in this application form, sign the agreement and send it to m-pohl@goeg.at.

Only fully filled in applications will be processed.

You will be contacted by the ICC for further details.

Application form

A) About the applicant – please fill in:

Full name:

Organisation:

Position in the Organisation:

Postal address:

Telephone number:

E-mail:

B) OHL-Hos-SF requested – please fill in:

Original English version:

Yes

No

A translated version:

Yes

No

If yes, which translated version do you request:

C) Translation of the OHL-Hos-SF tool

Do you plan any translation of the tool to other languages than the ones available? Mark with an x:

Into which languages do you want to translate the instruments:

D) Information on the use of the tool – please fill in:

Describe how you will use the tool:

In case you will use the tool in a study, please provide:

- Title of the study:

- Principal Investigator of the study:

- Contractor of the study:

- Financing of the study by:

- Planned source publication:

- Planned date of publication:

- Subject of the study (around 5 sentences):

E) Agreement on the conditions for the use of the OHL-Hos-SF:

The applicant guarantees that the following conditions are fulfilled:

- i. The use of the OHL-Hos-SF is non-commercial and of public interest.
- ii. Any licensing of the OHL- Hos-SF - the entire tool or a part of the tool - by third parties is prohibited.

The applicant agrees that:

- iii. The OHL- Hos-SF must be cited in any publication resulting from the use of the tool. A citation suggestion is provided with the tool.
- iv. A PDF copy of publications resulting from the use of the OHL- Hos-SF must be provided to the ICC after publication.
- v. Any further translations of the OHL- Hos-SF must be provided to the ICC. The ICC and the M-POHL OHL partners can use these translated versions. For any use of the translated versions by non-M-POHL OHL partners the same conditions apply as according to point 1 to 7 (page 1).

- vi. The tool will ONLY be used for the purpose stated in part D. Any further use needs a new application.

The applicant guarantees with his/her signature that all information provided are correct and that all conditions listed under E) are fulfilled!

F) Signatories

Signatory of the applicant:

Place

Date