UNIVERSITY OF ALBERTA

CODE OF CONDUCT Policy

Office of Accountability:	Dean, Faculty of Medicine and Dentistry
Office of Administrative Responsibility:	Vice-Dean, Faculty Affairs
Approver:	Faculty Council
Scope:	Compliance with this Faculty policy extends to all members of the Faculty community.

Overview

The Faculty of Medicine & Dentistry at the University of Alberta values scholarship, respect, compassion and caring, integrity, excellence, partnership, and stewardship. Behaviors identified in the Code of Conduct support the values of the Faculty. Recognizing that individuals have multiple roles such as learner, teacher, and supervisor, this Code is to be applied in all circumstances. All members of the faculty (which includes all academic faculty and clinical academic colleagues; postgraduate medical residents; undergraduate, graduate, and postgraduate students; post-doctoral fellows; and non-academic staff) should also abide by the policies, procedures, codes, and collective agreements of the University of Alberta, as well as their applicable professional associations, professional regulatory bodies, unions and Alberta Health Services. This policy is intended to complement, reinforce and be coherent with (rather than replace) other existing University of Alberta policies, rules, contractual provisions or regulations concerning the appropriate conduct of staff and applicable students.

Purpose

The purpose of the Code of Conduct is to provide guidance for all those working and learning in the Faculty environment and make standards of conduct explicit. The Code of Conduct is meant to be both aspirational and inspirational in purpose and encourages the promotion and maintenance of professional behavior as well as the voluntary corrective action taken to address misjudgment, lapses in professional behavior or improper conduct. The components of the Code are not intended to be exhaustive and may be amended from time to time.

POLICY

The Faculty of Medicine & Dentistry is committed to creating a welcoming workplace environment that is conducive to optimal education, research, and clinical care. To that end, all individuals in the Faculty are committed to:

1. Honesty and will
   a. Maintain the highest standards of academic conduct;
   b. Maintain and uphold community ethical standards;
   c. Assure that assessments and evaluations are conducted in a fair and equitable manner;
   d. Communicate truthfully with patients, learners, academic and nonacademic colleagues;
   e. Conduct research and other scholarly activities in an ethical manner, report results truthfully, and appropriately credit those involved in the work;
   f. Avoid or appropriately manage conflicts of interest, real or perceived.

2. Confidentiality and will
   a. Regard the confidentiality of patients and research participants as a central obligation;
   b. Respect the privacy of patients and research participants, learners, and colleagues;

c. Assure confidentiality by limiting discussion of patient health issues to appropriate settings and caregivers, and those identified by patient consent.

3. Respect for others and will

a. Assure that interactions with patients, families, learners, healthcare and research colleagues (academic and non-academic), and administrative and support staff are always respectful;
b. Respect patient autonomy by discussing treatment options with the patient and, with consent, identified family members or guardians;
c. Avoid discrimination based on age, gender, medical condition, national or ethnic origin, appearance, family status, physical or mental disability, political affiliation, race, religion, sexual orientation, or socioeconomic status;
d. Respect the personal boundaries of others including, but not limited to, refraining from making unwanted romantic or sexual overtures or physical contact, protecting personal information, and respecting individual workspace;
e. Treat all research participants respectfully and recognize the importance of their contributions.

4. Responsible behavior and will

a. Create environments that are conducive to learning and the performance of professional academic work;
b. Assure that patient care assumes the highest priority in the clinical setting;
c. Consult with appropriate individuals when the level of personal expertise is exceeded;
d. Abstain from the exploitation of relationships with patients, research participants, colleagues, learners, non-academic staff or their families for emotional, financial, research, educational, or sexual purposes;
e. Refrain from sexual or romantic relations with those being evaluated or supervised;
f. Encourage language, appearance, and demeanor appropriate to the professional healthcare setting;
g. Avoid the use of alcohol and drugs to an extent that interferes with academic, professional or clinical responsibilities;
h. Report professional and scientific misconduct and unskilled practice to the appropriate authorities or through established procedures respecting the need to avoid impugning the reputation of other members of the healthcare and/or research team;
i. Model professional behavior for learners;
j. Teach the concepts of professional behavior, ethical research and practice;
k. Adopt strategies to deal with errors or misjudgments;
l. Be accountable for personal actions and decisions in the workplace;
m. Display ethical interactions with private and public industry sectors, with appropriate acknowledgement and management of potential conflict of interest or conflict of commitment situations;
n. Maintain fiscal responsibility in relation to clinical and research programs and contracts.

5. Excellence and will

a. Provide learners with opportunities to learn without discrimination, abuse, harassment, or humiliation;
b. Provide teaching, supervision, and training while respecting personal boundaries;
c. Allow the expression of disagreement without the fear of punishment, reprisals, or retribution;
d. Provide clear guidelines to learners and others regarding assignments, examinations, and test environments;
e. Provide objective, timely, constructive, and actionable evaluations of learners, faculty, and support staff;
f. Ensure that the research and teaching clinical environments and experiences are appropriate for the needs of the learner;
g. Clearly outline the appropriate levels of responsibility for learners and trainees;
h. Allow learners to decline to perform procedures which they feel are outside their area of competence or inconsistent with their personal beliefs;
i. Appropriately acknowledge contributions made to academic works including research publications;
j. Nurture the professional growth, intellectual independence, and critical appraisement abilities of those under supervision;
k. Commit to lifelong learning.

Breaches of the Code of Conduct

This code of conduct complements and reinforces, rather than replaces, other University of Alberta policies or regulations concerning appropriate conduct on campus. Breaches of the Code of Conduct may be brought to the attention of any senior administrative officer of the Faculty (administrative professional officers, department chairs, coordinators, assistant, associate or vice deans, or the dean) who will either deal with the issue or refer it to the appropriate person/office. The officer will first attempt to address concerns in the form of an informal conflict resolution process as appropriate. Violations and lapses in professional behavior may also be brought to the Office of Safe Disclosure and Human Rights. Formal complaints will be directed toward those mechanisms already in place under University of Alberta contracts and affiliation agreements, General Faculties Council policies, or other existing relevant policies and processes such as those identified at the end of this document. Corrective interventions may be introduced at an informal or formal level.

Consistent with the University policy of Ethical Conduct and Safe Disclosure Policy, the Faculty will maintain an environment of safe disclosure. The identity of the person making the report will be protected to the extent possible under government legislation, University policies, and collective agreements in effect at the time of the alleged misconduct. All individuals against whom allegations are made will maintain the rights, privileges and protections afforded to them through the *Freedom of Information and Protection of Privacy* (FOIPP) *Act* and other applicable government legislation, University policies, and collective agreements in effect at the time of the alleged misconduct.

RELATED POLICIES

(The following list is not intended to be exhaustive.)

FoMD Interactions with Industry Policy

Practicum Intervention Policy, Faculty of Medicine and Dentistry

General Faculties Council Policy Manual with specific focus on

• Section 5: Academic Staff, Academic Staff Agreements, and Support Staff

• Section 96: Research Policies

• Section 116: Trust Funds

UAPPOL (University of Alberta procedures and policies) with focus on

•: Discrimination, Harassment and Duty to Accommodate Policy

• Human Research Ethics Policy

University Code of Student Behavior

The University of Alberta's Opening Doors: Employment Equity Plan

Board of Governors/NASA Agreement

Association of Academic Staff: University of Alberta Agreement

Educating and Employing Entities (U of A, U of C, AHS)/PARA Agreement

Alberta Health Services Medical Staff Bylaws and Rules

Canadian Medical Association Code of Ethics

College of Physicians and Surgeons of Alberta Code of Conduct and Standards of Practice

Alberta Dental Association and College Regulations and Guidelines

Alberta Health Professions Act

Canadian Institutes for Health Research, Natural Sciences and Engineering Research Council, Social Sciences and Humanities Research Council policies

Canadian Dental Hygienists Association Code of Ethics

Canadian Council on Animal Care Guidelines and Policies