

# INDIANA UNIVERSITY NORTHWEST COLLEGE OF HEALTH AND HUMAN SERVICES CODE OF PROFESSIONAL CONDUCT

## Preamble

A. Professional ethics are at the core of the College of Health and Human Services (CHHS). The professions and schools that comprise the CHHS have an obligation to articulate the basic values, ethical principles, and ethical standards to the University Community. The *Code* is relevant to all professionals as well as students that comprise the CHHS, regardless of their professional functions, the settings in which they work, or the populations they serve.

B. Students at Indiana University Northwest CHHS should realize the importance of this professional ethic and the necessity of assuming responsibility to develop, review, and maintain these ideals for themselves, their colleagues, and for their professions. The fundamental principle involved is personal responsibility for the development and maintenance of professional conduct based on the ethics espoused by the CHHS.

C. Students are responsible for adhering to the specific Code of Ethics for their professions. The purpose of the code of ethics is to achieve high levels of ethical consciousness, decision making and practice by the members. *Appendix A* lists the codes of ethics for the professions represented in the CHHS.

D. Students are subject to the standards of conduct as defined in Indiana University's *Code of Student Rights, Responsibilities, and Conduct*. Due process will be followed for any student found to be in violation of this code. All Indiana University students are responsible for acquainting themselves with and adhering to policies outlined in this document.

## Expectations

The following statements are examples of minimum expectations for behavior while a student in the Indiana University Northwest CHHS. Examples of unacceptable behavior can be found in *Appendix B*:

A. *Respect for all individuals.*

All individuals must be treated with respect, kindness, dignity, empathy, and compassion.

B. *Appropriate handling of information, records, or examination materials.*

Client/patient privacy and confidentiality must always be honored, and clients'/patients' records must be accurate and legible. In addition, student records must be accurate and truthful. Providing false or misleading information on any document or record is a *serious* infraction of the Code of Professional Conduct.

C. *Proper representation as a CHHS student/professional.*

Appearance, speech, and behavior should be above reproach during client/patient care activities. Dress should be appropriate for professional activities, and personal hygiene should be exemplary.

D. *Adherence to laws, policies, and regulations.*

Students in the CHHS are expected to adhere to laws, policies and regulations of the university, college, program, and agency where clinical experiences occur. Individuals who feel that the CHHS's policies, procedures, or regulations require modification are encouraged to suggest such changes using appropriate channels.

E. *Respect for property and instructional material.*

All property and instructional material must be respected. This includes, but is not limited to, classroom and other instructional technology equipment.

F. *Academic integrity.*

Any form of cheating (including plagiarism) is a violation of the Code of Professional Conduct and will not be tolerated. Additionally, facilitation of cheating or other forms of academic dishonesty or failure to report same are also violations of the Code.

## **Implementation of the Code of Professional Conduct**

### **Code Violations**

A. A violation of the Code of Professional Conduct occurs when any student behaves in a manner contrary to the values and responsibilities expected of those engaged in the professions of the CHHS.

B. Violations also occur when anyone jeopardizes the welfare of a client/patient, disregards the rights or dignity of another individual, or allows or assists another in doing so. For example, students are subject to discipline under the Code if they have knowledge of an infraction of the Code but fail to report it to the appropriate authority.

C. A violation of the policy on sexual harassment should be reported directly to the Office of Affirmative Action.

D. The IU Northwest CHHS reserves the right to initiate action and impose sanctions for any conduct that is not specifically listed in *Appendix B* but is determined to be a violation of the Code, regardless of whether the violation occurs on or off the premises of the school, or at field placement sites.

## IU NORTHWEST COLLEGE OF HEALTH AND HUMAN SERVICES CODE OF PROFESSIONAL CONDUCT PLEDGE

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

I am aware that a violation of the Code of Conduct will result in disciplinary action up to and including dismissal from the College.

I am aware of the *Indiana University Code of Student Rights, Responsibilities and Conduct* and the due process it provides me related to violations.

I have received and understand the Code of Professional Conduct of the Indiana University Northwest College of Health and Human Services, and agree to abide by its principles.

I am aware that this signature page will be placed in my student file.

Student Signature: \_\_\_\_\_

Program Administrator Signature: \_\_\_\_\_

## **APPENDIX A**

### **Professional Codes of Ethics for the CHHS**

#### **A. Code of Ethics of the American Dental Hygienists' Association**

- To increase our professional and ethical consciousness and sense of ethical responsibility
- To lead us to recognize ethical issues and choices and to guide us in making more informed ethical decisions
- To establish a standard for professional judgment and conduct.
- To provide a statement of the ethical behavior the public can expect from us

The Dental Hygiene Code of Ethics is meant to influence us throughout our careers. It stimulates our continuing study of ethical issues and challenges us to explore our ethical responsibilities. The Code establishes concise standards of behavior to guide the public's expectations of our profession and supports dental hygiene practice, laws and regulations. By holding ourselves accountable to meeting the standards stated in the Code, we enhance the public's trust on which our professional privilege and status are founded.

We recognize the importance of the following beliefs that guide our practice and provide context for our ethics:

- The services we provide contribute to the health and well being of society.
- Our education and licensure qualify us to serve the public by preventing and treating oral disease and helping individuals achieve and maintain optimal health.
- Individuals have intrinsic worth, are responsible for their own health, and are entitled to make choices regarding their health.
- Dental hygiene care is an essential component of overall health care and we function interdependently with other health care providers.
- All people should have access to health care, including oral health care.
- We are individually responsible for our actions and the quality of care we provide.

#### **B. Code of Ethics for American Dental Assistants' Association (Creed)**

- To be loyal to my employer, my calling and myself
- To develop initiative – having the courage to assume responsibility and the imagination to create ideas and develop them
- To be prepared to visualize, take advantage of, and fulfill the opportunities of my calling
- To be a co-worker – creating a spirit of cooperation and friendliness rather than one of fault-finding and criticism
- To be enthusiastic – for therein lies the easiest way to accomplishment
- To be generous, not alone of my name but of my praise and my time
- To be tolerant with my associates, for at times I too make mistakes
- To be friendly, realizing that friendship bestows and receives happiness
- To be respectful of the other person's viewpoint and condition
- To be systematic, believing that system makes for efficiency

- To know the value of time for both my employer and myself
- To safeguard my health, for good health is necessary for the achievement of a successful career
- To be tactful – always doing the right thing at the right time
- To be courteous – for this the badge of good breeding
- To walk on the sunny side of the street, seeing the beautiful things in life rather than fearing the shadows
- To keep smiling always

**C. Code of Ethics for Health Information Management**

The following ethical principles are based on the core values of the American Health Information Management Association and apply to all health information management professionals.

Health information management professionals:

- Advocate, uphold and defend the individual's right to privacy and the doctrine of confidentiality in the use and disclosure of information.
- Put service and the health and welfare of persons before self-interest, and conduct themselves in the practice of the profession so as to bring honor to themselves, their peers, and to the health information management profession.
- Preserve, protect, and secure personal health information in any form or medium and hold in the highest regard the contents of the records and other information of a confidential nature, taking into account the applicable statutes and regulation.
- Refuse to participate in or conceal unethical practices or procedures.
- Advance health information management knowledge and practice through continuing education, research, publications, and presentations.
- Recruit and mentor students, peers and colleagues to develop and strengthen professional workforce.
- Represent the profession accurately to the public.
- Perform honorably health information management association responsibilities, either appointed or elected, and preserve the confidentiality of any privileged information made known in any official capacity.
- State truthfully and accurately their credentials, professional education, and experiences.
- Facilitate interdisciplinary collaboration in situations supporting health information practice.
- Respect the inherent dignity and worth of every person.

**D. Medicine: Honor Code**

Embarking on a career in the life sciences and health care professions means accepting the responsibilities and unique privileges of these professions. These include self-monitoring and self-governance, and the responsibilities for these professional duties begin the moment that an individual starts medical school or graduate school. I understand that it is a great honor and privilege to study and work in the health care profession. As a member of the Indiana University School of Medicine community, I

promise to uphold the highest standards of ethical and compassionate behavior while learning, caring for others, performing research, and/or participating in educational activities. I do so according to the following tenets that will guide me through my career. I will strive to uphold the spirit and the letter of this code during my years at Indiana University School of Medicine and throughout my career in the health professions.

Honesty:

- I will maintain the highest standards of honesty.
- If engaged in research, I will conduct these activities in an unbiased manner, report the results truthfully, and give credit for ideas developed and worked on by others.
- If engaged in patient care, I will be considerate and truthful, and will accurately report all historical and physical findings, test results, and other pertinent information.

Integrity:

- I will conduct myself professionally.
- I will take responsibility for what I say and do.
- I will recognize my own limitations and will seek help when appropriate.

Respect:

- I will respect the dignity of others, treating them with civility and understanding.
- I will contribute to creating a safe and supportive atmosphere for teaching and learning.
- I will regard privacy and confidentiality as core obligations.
- I will not tolerate discrimination.

**The School of Medicine Promise**

Indiana University School of Medicine promises to create a professional environment that fosters excellence, abhors intolerance, and values each individual's unique contribution to its learning community.

**E. American Nurses Association: Code of Ethics**

- The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
- The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
- The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
- The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
- The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal professional growth.
- The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality

health care and consistent with the values of the profession through individual and collective action.

- The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
- The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
- The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

**F. American Registry of Radiologic Technologists: Code of Ethics**

- The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
- The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination, on the basis of sex, race, creed, religion or socioeconomic status.
- The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they have been designed, and employs procedures and techniques appropriately.
- The radiologic technologist assesses situations; exercises care, discretion and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
- The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient, and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
- The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing the radiation exposure to the patient, self and other members of the health care team.
- The radiologic technologist practices ethical conduct appropriate to the profession, and protects the patient's right to quality radiologic technology care.
- The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
- The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues and investigating new aspects of professional practice.

**G. Code of Ethics for the Profession of Diagnostic Medical Sonography**

***PREAMBLE***

- The goal of this code of ethics is to promote excellence in patient care by fostering responsibility and accountability among diagnostic medical sonographers. In so doing, the integrity of the profession of diagnostic medical sonography will be maintained.

### ***OBJECTIVES***

- To create and encourage an environment where professional and ethical issues are discussed and addressed.
- To help the individual diagnostic medical sonographer identify ethical issues.
- To provide guidelines for individual diagnostic medical sonographers regarding ethical behavior.

### ***PRINCIPLES***

#### **Principle I: In order to promote patient well-being, the diagnostic medical sonographer shall:**

- Provide information to the patient about the purpose of the sonography procedure and respond to the patient's questions and concerns.
- Respect the patient's autonomy and the right to refuse the procedure.
- Recognize the patient's individuality and provide care in a non-judgmental and non-discriminatory manner.
- Promote the privacy, dignity and comfort of the patient by thoroughly explaining the examination, patient positioning and implementing proper draping techniques.
- Maintain confidentiality of acquired patient information, and follow national patient privacy regulations as required by the "Health Insurance Portability and Accountability Act of 1996 (HIPAA)."
- Promote patient safety during the provision of sonography procedures and while the patient is in the care of the diagnostic medical sonographer.

#### **Principle II: To promote the highest level of competent practice, diagnostic medical sonographers shall:**

- Obtain appropriate diagnostic medical sonography education and clinical skills to ensure competence.
- Achieve and maintain specialty specific sonography credentials. Sonography credentials must be awarded by a national sonography credentialing body that is accredited by a national organization which accredits credentialing bodies, i.e., the National Commission for Certifying Agencies (NCCA); <http://www.noca.org/ncca/ncca.htm> or the International Organization for Standardization (ISO); <http://www.iso.org/iso/en/ISOOnline.frontpage>.
- Uphold professional standards by adhering to defined technical protocols and diagnostic criteria established by peer review.
- Acknowledge personal and legal limits, practice within the defined scope of practice, and assume responsibility for his/her actions.
- Maintain continued competence through lifelong learning, which includes continuing education, acquisition of specialty specific credentials and recredentialing.
- Perform medically indicated ultrasound studies, ordered by a licensed physician or their designated health care provider.
- Protect patients and/or study subjects by adhering to oversight and approval of investigational procedures, including documented informed consent.
- Refrain from the use of any substances that may alter judgment or skill and thereby compromise patient care.

- Be accountable and participate in regular assessment and review of equipment, procedures, protocols, and results. This can be accomplished through facility accreditation.

**Principle III: To promote professional integrity and public trust, the diagnostic medical sonographer shall:**

- Be truthful and promote appropriate communications with patients and colleagues.
- Respect the rights of patients, colleagues and yourself.
- Avoid conflicts of interest and situations that exploit others or misrepresent information.
- Accurately represent his/her experience, education and credentialing.
- Promote equitable access to care.
- Collaborate with professional colleagues to create an environment that promotes communication and respect.
- Communicate and collaborate with others to promote ethical practice.
- Engage in ethical billing practices.
- Engage only in legal arrangements in the medical industry.
- Report deviations from the Code of Ethics to institutional leadership for internal sanctions, local intervention and/or criminal prosecution. The Code of Ethics can serve as a valuable tool to develop local policies and procedures.

**H. Social Work: The NASW Code of Ethics**

The following broad ethical principles are based on social work's core values of service, social justice, dignity and worth of the person, importance of human relationships, integrity, and competence. These principles set forth ideals to which all social workers should aspire.

- **Value:** Service **Ethical Principle:** *Social workers' primary goal is to help people in need and to address social problems.*  
Social workers elevate service to others above self interest. Social workers draw on their knowledge, values, and skills to help people in need and to address social problems. Social workers are encouraged to volunteer some portion of their professional skills with no expectation of significant financial return (pro bono service).
- **Value:** Social Justice **Ethical Principle:** *Social workers challenge social injustice.*  
Social workers pursue social change, particularly with and on behalf of vulnerable and oppressed individuals and groups of people. Social workers' social change efforts are focused primarily on issues of poverty, unemployment, discrimination, and other forms of social injustice. These activities seek to promote sensitivity to and knowledge about oppression and cultural and ethnic diversity. Social workers strive to ensure access to needed information, services, and resources; equality of opportunity; and meaningful participation in decision making for all people.
- **Value:** Dignity and Worth of the Person **Ethical Principle:** *Social workers respect the inherent dignity and worth of the person.*  
Social workers treat each person in a caring and respectful fashion, mindful of individual differences and cultural and ethnic diversity. Social workers promote clients' socially responsible self-determination. Social workers seek to enhance

clients' capacity and opportunity to change and to address their own needs. Social workers are cognizant of their dual responsibility to clients and to the broader society. They seek to resolve conflicts between clients' interests and the broader society's interests in a socially responsible manner consistent with the values, ethical principles, and ethical standards of the profession.

- **Value:** Importance of Human Relationships **Ethical Principle:** *Social workers recognize the central importance of human relationships.*  
Social workers understand that relationships between and among people are an important vehicle for change. Social workers engage people as partners in the helping process. Social workers seek to strengthen relationships among people in a purposeful effort to promote, restore, maintain, and enhance the wellbeing of individuals, families, social groups, organizations, and communities.
- **Value:** Integrity **Ethical Principle:** *Social workers behave in a trustworthy manner.*  
Social workers are continually aware of the profession's mission, values, ethical principles, and ethical standards and practice in a manner consistent with them. Social workers act honestly and responsibly and promote ethical practices on the part of the organizations with which they are affiliated.
- **Value:** Competence **Ethical Principle:** *Social workers practice within their areas of competence and develop and enhance their professional expertise.*  
Social workers continually strive to increase their professional knowledge and skills and to apply them in practice. Social workers should aspire to contribute to the knowledge base of the profession.

## APPENDIX B

### Examples of Unacceptable Behavior

**I. *Respect for all individuals.* Unacceptable behavior includes (but is not limited to):**

- Expressing racial, sexual, sexist, or religious slurs.
- Committing racial or sexual harassment.
- Using inappropriate, offensive or threatening language.
- Criticizing another inappropriately or unprofessionally with the intention to belittle, embarrass, or humiliate.
- Requiring a colleague to perform personal services.
- Committing physical acts of violence or threats of violence.
- Manipulating field placement schedules for one's own benefit.
- Failing to comply with a reasonable request or instruction from faculty, staff, or administrators.
- Using computer e-mail or internet in a harassing or libelous manner.

**II. *Appropriate handling of information, records, or examination materials; respect for client confidentiality and safety.* Unacceptable behavior includes (but is not limited to):**

- Unauthorized access to a test.
- Giving or receiving any information except as allowed by the teaching faculty during the course of an exam.
- Plagiarizing, forging, or falsifying academic records, financial aid information, client records, research, or scientific data.
- Tampering with examination material, or any dishonesty in connection with an examination.
- Abusing computerized information or technology.
- Failing to ask for assistance from appropriate faculty or staff when needed.
- Writing offensive or judgmental comments in the client's chart.
- Sharing medical or personal details of a client with anyone other than health professionals.
- Engaging in discussion about a client in public areas.

**III. *Proper representation as a College of Health and Human Services professional.***

**Unacceptable behavior includes (but is not limited to):**

- Misrepresenting oneself as a licensed professional rather than a student of the College of Health and Human Services.
- Exhibiting personal appearance that gives the impression of uncleanness or carelessness.
- Failing to maintain professional composure during stressful circumstances.
- Engaging in an inappropriate relationship with clients or their family members.
- Using alcohol, drugs, or other controlled substances inappropriately or in violation of the law, or in a way that could affect the quality of client care or academic performance.

**IV. *Respect for laws, policies, and regulations (on or off campus).***

**Unacceptable behavior includes (but is not limited to):**

- Disobeying federal, state, or local laws and ordinances.
- Disregarding or acting contrary to institutional regulations and policies.
- Refusing to provide information or testify in an investigation of a violation of the Code.

**V. *Respect for property and instructional material.* Unacceptable behavior includes (but is not limited to):**

- Defacing or destroying instructional materials, including software.
- Defacing or destroying University or personal property, or any written material other than one's own.
- Removing information, mail, or property from mailboxes or lockers that are not one's own.
- Falsifying or defacing transcripts, evaluation forms, or other official documents.

**VI. *Academic integrity.* Unacceptable behavior includes (but is not limited to):**

- Cheating on an examination or other assignment
- Unauthorized assistance on an examination or assignment
- Unauthorized access to an examination
- Plagiarism
- Facilitation of cheating or plagiarism by another
- Failure to report known instances of cheating
- Falsifying clinical hours
- Falsifying client records either through acts of omission or commission

***Please refer to IU Northwest specific program's student handbook and school policies.***