

CODE OF CONDUCT

The Faculty of Medicine and Dentistry at the University of Alberta values scholarship, respect, compassion and caring, integrity, excellence, partnership, and stewardship. 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 accountability explicit. Behaviors identified in the Code of Conduct support the values of the Faculty and may be used in evaluations and assessments. Recognizing that individuals have multiple roles such as learner, teacher, and supervisor, this code is to be applied in all circumstances. The Code of Conduct is meant to be both aspirational and inspirational in purpose and encourages voluntary corrective action to address misjudgment or improper conduct. The components of the Code are not intended to be exhaustive and may be amended from time to time.

Faculty members, including all academic and clinical faculty; residents; undergraduate, graduate, and post-graduate students, and 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 regulatory bodies, unions and health authority (e.g. Capital Health Authority and Alberta Cancer Board). This policy complements and reinforces rather than replaces other University of Alberta policies, rules, contractual provisions or regulations concerning the appropriate conduct of staff and applicable students.

The Faculty of Medicine and 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:

Honesty and will

- › Maintain the highest standards of academic conduct;
- › Maintain and uphold community ethical standards;
- › Assure that assessments and evaluations are conducted in a fair and equitable manner;
- › Communicate truthfully with patients, learners, academic and nonacademic colleagues;
- › Conduct research in an ethical manner, report results truthfully, and appropriately credit those involved in the work;
- › Avoid conflicts of interest, real or apprehended.

Confidentiality and will

- › Regard the confidentiality of patients and research participants as a central obligation;
- › Respect the privacy of patients and research participants, learners and colleagues;
- › Assure confidentiality by limiting discussion of patient health issues to appropriate settings and care givers, and those identified by patient consent.

Respect for Others and will

- › Assure that interactions with patients, families, learners, health care and research colleagues (academic and non-academic), are always respectful;
- › Respect patient autonomy by discussing treatment options with the patient and, with consent, identified family members or guardians;
- › 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;
- › Respect the personal boundaries of others including, but not limited to, refraining from making unwanted romantic or sexual overtures or physical contacts, protecting personal information, and respecting individual workspace.
- › Treat respectfully all research participants, both human and animal, recognizing the importance of their contributions.

Responsible Behavior and will

- › Create environments that are conducive to learning and the performance of professional academic work;
- › Assure that patient care assumes the highest priority in the clinical setting;
- › Consult with appropriate individuals when the level of personal expertise is exceeded;
- › Abstain from the unfair exploitation of relationships with patients, research participants, colleagues, learners, or their families for emotional, financial, research, educational, or sexual purposes;
- › Refrain from sexual or romantic relations with those being evaluated or supervised;
- › Encourage language, appearance, and demeanor appropriate to the professional healthcare setting;
- › Avoid the abuse of alcohol and drugs that may interfere with academic, professional or clinical responsibilities;
- › 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 health care and/or research team;
- › Model professional behavior for learners;
- › Teach the concepts of professional behavior, ethical research and practice;
- › Adopt strategies to deal with errors or misjudgments;
- › Be accountable for personal actions and decisions in the workplace;
- › Display ethical interactions with private and public industry sectors, acknowledging conflict of interest situations where appropriate;
- › Maintain fiscal responsibility in relation to clinical and research programs and contracts.

Excellence and will

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

This policy complements and reinforces rather than replaces other University of Alberta policies or regulations concerning appropriate conduct on campus. Formal mechanisms for addressing violations exist at the University of Alberta and may be accessed by all Faculty members. The Faculty of Medicine and Dentistry is offering an additional option for addressing concerns in the form of an informal conflict resolution process. Information gathered through this process is not available for use in any other conflict resolution process that is contemplated or commenced and will be kept in the strictest confidence.

Breaches of the Code of Conduct may be brought to the attention of the Associate Dean of Equity and Faculty Development, the Director of Equity, and/or the Office of Human Rights where corrective interventions may be introduced at an informal level. 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 such as those identified below.

Relevant Policies and Procedures (The following list is not intended to be exhaustive)

- ⌘ General Faculties Council Policy Manual with specific focus on
 - Section 5: Academic Staff, Academic Staff Agreements, and Support Staff
 - Section 30: Code of Student Behavior
 - Section 44: Discrimination and Harassment Policy and Reasonable Accommodation Policy
 - Section 66: Human Research
 - Section 96: Research Policies
 - Section 116: Trust Funds
- ⌘ Opening Doors: The University of Alberta's Employment Equity Plan
- ⌘ Board of Governors/NASA Agreement
- ⌘ Association of Academic Staff: University of Alberta Agreement
- ⌘ Capital Health Workplace Respect Directive
- ⌘ Canadian Medical Association Code of Ethics
- ⌘ College of Physicians and Surgeons of Alberta Regulations and Guidelines
- ⌘ Alberta Dental Association and College Regulations and Guidelines
- ⌘ Health Professions Act, Health Professions Regulations, and Professional Ethical Codes
- ⌘ Councils of Academic Centers of Alberta/ PARA Agreement
- ⌘ Policy Statement regarding the Elimination of Harassment and Intimidation in the Working Environment of the Professional Association of Residents of Alberta and the Council of Academic Health Centers of Alberta
- ⌘ Canadian Institutes for Health Research, Natural Sciences and Engineering Research Council, Social Sciences and Humanities Research Council policies.
- ⌘ Alberta Dental Hygiene Association
- ⌘ Canadian Council on Animal Care guidelines and policies

Approved – June 2, 2003