

Schulich School of Medicine & Dentistry– Code of Conduct

Approved: November 7, 2014 by: Executive Committee of Schulich Council
Effective: November 2014

Preamble

The Schulich School of Medicine & Dentistry (the School) at Western University values high standards in all learning and clinical care environments to which we are affiliated. The core values that ground our faculty and learners are: Excellence, Scholarship, Respect, Honesty, Confidentiality, and Responsibility. Our Four Pillars of Professionalism - Altruism, Integrity, Respect and Responsibility - exemplify these values.

This Code of Conduct (the Code) will serve as a source of direction for all who work, learn and teach in our School. It is not meant to be seen as the sole reference for professional behaviour but to complement other existing documents by our University, teaching care facilities, regulatory bodies and government processes (see appendices). The School is committed to delivering, at all times, an environment that is optimal for learning, teaching, scholarship, research and providing clinical care. This vision drives our School and all affiliated faculty and learners to demonstrate, at all times, the highest professionalism in communications and encounters regardless of place or time. This Code will apply in every circumstance to all members of the School who may at times have multiple roles as learner, teacher and supervisor.

The Code applies to:

1. Faculty holding University appointments within the School, affiliated teaching hospitals or health care centres
2. Learners including undergraduate, dental, medical and graduate students, residents and post- doctoral fellows registered in any degree or other program offered by the School
3. Visitors including learners from other universities registered in any course or learning offered by the School, observers, visitors, or volunteers participating in our environment

Adherence to the Code is a condition of membership in the School. Where a member's behaviour falls below the School's standards outlined in the Code they will be asked to undergo a standard process of supporting self-improvement through dialogue and counseling in accordance with the School's performance review process. In the event of

serious or egregious misconduct by a member, the School may proceed to disciplinary action in accordance with standard processes with the decanal/administrative leader or chair/chief of the member's department.

Purpose

The Code is meant to provide guidance for all actions, relationships and communications for members involved in any activity linked with the School. The Code will shape and promote professional behaviour for all members of the School while offering direction for corrective action to be taken to address improper conduct or lapses or misjudgments in professional behaviour.

The Code does not purport to be an exhaustive statement of how members of the School must conduct themselves. Nor does the existence of the Code relieve members from the responsibility to use common sense, sound judgment and personal integrity in their interactions with others and to discuss issues of behaviour in an open and collegial manner.

Policy

The Schulich School of Medicine & Dentistry is committed to creating a welcoming workplace environment that is committed to excellence in education, research and clinical care.

To that end, all members of the School will commit to the values of:

Excellence

- We will commit to excellence in teaching, learning, scholarship, research and patient care
- We will provide learners with opportunities to learn in a safe environment without discrimination, abuse, harassment or humiliation
- We will commit to the conduct principles of our professional bodies
- We will respond to the requests and needs of those from who we learn or teach
- We will provide teaching, supervision and training while respecting personal boundaries
- We will nurture the professional growth, intellectual independence and critical appraisal abilities of those under supervision
- We will prioritize advancing continuous quality improvement in our workplace
- We will commit to lifelong learning

Scholarship

- We will ensure that research and teaching clinical environments and experiences are appropriate for the needs of the learner
- We will not engage in any manner of academic misconduct, fraud or misrepresentation
- We will conduct any research and other scholarly activities in an ethical manner, report results truthfully and appropriately credit those involved
- We will report all professional and scientific misconduct or non-competent practise to the appropriate bodies through established policies and procedures while respecting the need to avoid affecting negatively the reputation of other members of the health care and/or research team

Respect

- We will allow the expression of disagreement without the fear of punishment, reprisals or retribution and promote healthy dialogue
- We will show compassion for others in all our clinical, academic or social interactions
- We will assure that interactions with patients, families, learners, health care and research colleagues (academic and non-academic) and administrative and support staff are always respectful and show dignity
- We will not discriminate based on age, gender, ancestry, ethnicity, medical condition, appearance, family status, physical or mental disability, political affiliation, race, religious beliefs, sexual orientation, gender identity or socioeconomic status or any other ground protected by human rights legislation
- We will create and maintain an atmosphere conducive to learning and to the conduct of professional work in all learning environments (classroom, clinical and research labs)
- We will respect the personal boundaries of others including but not limited to, refraining from making unwanted or inappropriate romantic or sexual overtures, gestures, influences, communication or physical contact, protecting personal information and respecting individual workspace.

- We will ensure all communications with and about colleagues, instructors, learners and patients in verbal, non-verbal, written and electronic formats (such as on the internet and social media) are respectful and meet the level of professionalism expected in our university and professional charters
- We will use language, appearance and demeanor appropriate for every academic or professional setting
- We will provide requested feedback (oral or written) to identify deficits and effect change to any members of the health care team or academic community, in a timely, constructive and respectful manner while taking every effort not to embarrass or humiliate
- We will respect patient autonomy in decision making according to the laws by which we are governed, by discussing treatment options with the patient and if mandated or with consent, identified family members, substitute decision makers or legal guardians

Honesty

- We will maintain the highest standards of academic conduct
- We will maintain and uphold our University and local, provincial and national community ethical standards
- We will assure all personal or program assessment and evaluations are conducted in a fair and equitable manner
- We will communicate truthfully with learners, patients, families, the public, health care colleagues, academic and nonacademic colleagues
- We will conduct research and other scholarly activities in an ethical manner, report results truthfully and appropriately credit those involved in the work
- We will ensure our decisions are not influenced by individuals, corporations or social groups by transparently avoiding or appropriately managing all real or perceived conflicts of interest
- We will openly and respectfully disclose and admit errors in patient care or academic interests
- We will neither give nor receive any support or aid during an assessment or examination unless such cooperation is expressly permitted by the instructor and

supported by an academic accommodation as outlined by our University or profession

Confidentiality

- We will ensure the confidentiality of any patient information or research data during any academic learning experience
- We will respect the privacy of patients and research participants, learners and colleagues
- We will assure confidentiality by limiting discussion of patient health issues to appropriate setting and only with caregivers in the circle of care and those identified by patient consent
- We will assure confidentiality of learner or teacher concerns or outcomes by limiting discussion to the appropriate setting with the appropriate people
- We will act in accordance with obligations imposed by privacy legislation related to any and all forms of collection, storage and disclosure of personal information of learners or patients
- We will avoid potential breaches of privacy and confidentiality when communicating through various modes of communication (voice, written and electronic means including the internet and social media) by undertaking precautionary measures including using secure means of communication and disposal of such information
- We will adhere to all University and Canadian or International data access and security regulations in both academic and clinical settings

Responsibility

- We will create environments that are conducive for effective learning while striving for excellence in the performance of professional academic work
- We will deliver in our roles on inter-professional and intra-professional teams while contributing and collaborating for optimal results
- We will be accountable to ourselves and all relevant stakeholders for personal decisions in the workplace and all learning environments

- We will assure that patient care assumes the highest priority when acting in a role of responsibility in the clinical setting
- We will ensure we attend to any priorities in our academic endeavours
- We will promote and maintain personal health and well-being and monitor our individual fitness to effectively perform duties in the academic and clinical setting and seek appropriate assistance as required if physically or mentally unfit to perform assigned duties
- We will not use any mood or cognitive affecting substance including alcohol or recreational drugs or prescription medications that could in any way interfere with academic, professional or clinical responsibilities
- We will seek appropriate assistance as required if we feel colleagues or others are physically or mentally unfit to perform assigned duties
- We will demonstrate self-awareness and responsibility for our actions by accepting and responding appropriately in a non-judgmental way to supervision and feedback regarding academic and clinical and professional performance
- We will 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
- We will support and participate in the processes of self-regulation of our profession
- We will model behaviour consistent with the Code of Conduct and ethics of our professional and licensing bodies, and educate with advocacy for all concepts of professional development, ethical research, scholarship and patient care
- We will adopt and respect dress and behaviours that arise from ethnic, professional and personal standards that meet the demands of all educational and health care settings in keeping with accepted learning, clinical or safety standards
- We will maintain and enhance our individual competence through a commitment to ongoing professional development and practice evaluation
- We will consult with appropriate peers or other professionals when our level of personal expertise is challenged or exceeded

- We will abstain from the exploitation of others in all relationships with patients, research participants, colleagues, learners, academic staff or their families for personal, emotional, financial, research, educational or sexual purposes
- We will meet expectations related to punctuality, attendance, submission or completion timelines and participation in all academic and clinical activities
- We will maintain fiscal responsibility as a key consideration in all our decisions relating to clinical care, research programs and any professional contracts

Breaches of the Code of Conduct

This Code of Conduct complements and reinforces rather than replaces other Western University policies or regulations (see appendices) concerning appropriate conduct on campus. Breaches of the Code of Conduct may be brought to the attention of:

1. The Learner Equity & Wellness Office

https://www.schulich.uwo.ca/learner-equity-wellness/equity_professionalism/reporting/index.html

2. Faculty Equity & Wellness in the Office of Faculty Affairs
3. Any senior administrative officer of the School (the appropriate Department/Division Chair, School Director, Site Director, Vice Dean, Associate Dean, Assistant Dean or Program Director)
4. The Western University Equity and Human Rights Office. <http://www.uwo.ca/equity/>

Safe Reporting

The School is committed to protecting members and others, who in good faith, and with reasonable cause report actions they believe constitute violations of the Code of Conduct. The School will take all reasonable steps to protect the safety, position, reputation, privacy and confidentiality of the person making a good faith report. These steps must be consistent with the law and the rights of the member who is alleged to be in violation of the Code.

No member, or his or her family, who in good faith and with reasonable cause reports actions believed to constitute violations of the Code, shall be subject to reprisal or retaliation.

Appendices

Student Professionalism Policy

http://www.schulich.uwo.ca/medicine/undergraduate/docs/policies_statements/linked/1-1-0-Policy-UME-Student-Professionalism.pdf

Western University Non-Discrimination/Harassment Policy and Procedures
http://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp135.pdf

Western University Employment Equity Policy
http://www.uwo.ca/univsec/pdf/policies_procedures/section3/mapp32.pdf

Western University Student Code of Conduct
<http://www.uwo.ca/univsec/pdf/board/code.pdf>
Western University Faculty Association Collective Agreement
http://www.uwo.ca/facultyrelations/faculty/collective_agreement.html

Western University Staff Association Collective Agreement
http://www.uwo.ca/hr/form_doc/employee_agreements/uwosa_main.pdf

College of Physicians and Surgeons of Ontario Physician behavior in the Professional Environment
<http://www.cpso.on.ca/uploadedFiles/policies/policies/policyitems/behaviour.pdf>

Schulich Conflict of Interest with Industry
<http://www.schulich.uwo.ca/schulichcommittees/conflict-of-interest>

Acknowledgements:

University of Alberta Medical School Code of Conduct policy
University of British Columbia Professional Standards for Learners and Faculty members in the Faculties of Medicine and Dentistry
McGill University Faculty of Medicine Code of Conduct
London Health Sciences Centre <https://intra.lhsc.on.ca/priv/conduct/code.htm> and St Joseph's Health Centre Corporate Codes of Conduct