



ANZGITA

Australian & New Zealand Gastroenterology
International Training Association

CODE OF CONDUCT

FOR

MEMBERS AND VOLUNTEERS

Version 4 – November 2016

Introduction

This Code of Conduct outlines the standard of behaviour expected of ANZGITA members when engaged on an ANZGITA operational program or project. It is designed to help you understand your responsibilities and obligations, and provide guidance if you are faced with an ethical dilemma or conflict of interest in your work.

For the purpose of this document:

- The term 'Member' refers to all members, directors and volunteers, whether paid or unpaid. As such, the Code of Conduct extends to volunteers and co-located staff.
- The term 'Client' refers to all staff of the institutions where ANZGITA provides training and all trainees (medical and nursing) on ANZGITA programs.
- The term 'Team Leader' is the person designated by the ANZGITA Program Coordinator for each training program. For longer programs there may be a sequence of Team Leaders.

Members are required to familiarise themselves with this Code and observe its provisions as it is a By-Law of ANZGITA. Members who breach the standards of conduct detailed in this Code may face disciplinary action.

A code of conduct cannot cover every situation. If you are unsure of the appropriate action to take in a particular situation, discuss the matter with the program Team Leader. You should also ask for a copy of any related policies, procedures or guidelines ANZGITA may have issued on the matter.

Please note that this Code of Conduct is in addition to any professional Code of Conduct you may adhere to in relation to your clinical registration or professional body.

Personal and Professional Behaviour

Responsibilities and Obligations to ANZGITA

You have a principal responsibility to implement and administer the policies, services and programs of ANZGITA. You may hold views on particular matters that differ from those of ANZGITA, but such views must not interfere with the performance of your duties. You must act in the best interests of ANZGITA rather than for the benefit of sectional interests.

To obtain a full understanding of the operations and philosophy of ANZGITA, all members encouraged to read the overview of ANZGITA, its objectives and principles which is available on the ANZGITA website (www.anzgita.org). Members will also be provided with information regarding the site where the member has been rostered to provide training. This is done at the beginning of your involvement in ANZGITA's operational activities.

Responsibilities and Obligations to Clients

You are required to:

- Treat all people with whom you have contact in the course of your ANZGITA activities fairly, and with courtesy and sensitivity.
- Act in the best interests of trainee's learning, and do not press them to adopt beliefs and behaviours which reflect your value system.
- Act with propriety and be able to demonstrate this in relation to any advice or service you give.
- Be able to justify any decisions you make. You should be aware of your skills and limitations. Since clients may perceive you as an authority, you should never counsel them or advise them on matters not within your area of expertise. Clients should always be referred to other programs or staff members where appropriate.

Maintaining professional relationships is of the utmost importance to ANZGITA. When it is reasonably clear that a client is not benefiting from the training provided by a particular Member, that Member should try to have another trainer take over.

Scope of Clinical Practice and Reporting

All Members should only undertake clinical tasks for which they hold clinical privileges in their normal places of work.

Should they encounter any complications of clinical practice while on a program, it is necessary for the Member to ensure:

- The patient receives appropriate care.
- The normal reporting system for the hospital is adhered to.
- The Team Leader is informed of the event and a written record of the event is created which will be provided to the Program Coordinator by the time the program is completed as required by ANZGITA's Risk and Audit Committee policy.

Responsibilities and Obligations to Colleagues

Respect, and seek when necessary, the professional opinions of colleagues in their area of competence, and acknowledge their contribution. Discussion with colleagues should never become abusive, personal or derogatory.

Treat all colleagues fairly, involve them in decisions that affect them, and provide them with equal opportunity to develop their skills.

Relationships

- In the course of working together, Members may develop personal relationships or attractions. If arising, these must be based on the autonomy of, and respect for each Member. They must not interfere with the Member's ANZGITA duties.
- Relationships between Members and Clients beyond the professional contact are not permissible.
- Personal sexual relations between Members and Clients are unethical and not permissible.
- Personal relationships with ex-clients should be approached with caution. Members must not initiate such relationships. Any such issues must always be discussed with the Team Leader if arising during operational activities.
- Any possible conflict of interest that may arise out of a personal relationship or attraction must be discussed with the team leader.

What does ANZGITA expect of me?

Performance of your duties diligently, impartially and responsibly to the best of your ability.

Observe relevant Australian Occupational Health and Safety requirements, and act to remove or bring to the attention of the Team Leader any situation which is, or may be, a health or safety hazard. The ANZGITA definition of safety extends beyond physical safety into areas such as verbal behaviour.

Your personal experiences are your own and you are under no obligation to disclose your experiences to anyone.

Your activities outside working hours must not diminish public confidence in ANZGITA or your ability to perform your duties.

Discrimination

You must not harass anyone or discriminate on the grounds of sex, sexual preference, age, marital status, pregnancy, parental status, a de facto spouse, race, colour and national extraction, lawful religious or political belief or activity, and impairment. The principles of Victorian and Commonwealth Equal Employment Opportunity and Anti-Discrimination legislation are fully supported by ANZGITA.

Members will not be forced to actively participate in any activities which are in direct opposition to their personal beliefs but they must not discourage these activities.

Use of alcohol or drugs while at work

Whilst associated with ANZGITA you must not sell, purchase or carry illicit drugs. Alcohol must not be consumed while carrying out ANZGITA duties and all staff must have a zero blood alcohol level while at work. The consumption of alcohol or improper use of drugs or other substances outside of program hours must not adversely affect your program performance or official conduct.

There is a responsibility and expectation that co-workers will not work with a member who presents for the program under the influence of drugs or alcohol.

Smoking

Smoking is not permitted in or within 15 metres of any building where ANZITA programs are being delivered, in client's homes or in vehicles transporting members.

Gambling

Members will not participate in any form of official gambling during working hours on ANZGITA programs and no organisational resources are to be used for such activities at any time.

Criminal offences

Any criminal offence of which you have been found guilty either prior to commencing, or during your program engagement, except where the offence is covered by a prescribed spent convictions scheme, must be reported to the Chair. If you are charged with any criminal offence punishable by imprisonment during your program involvement, immediately advise the Team Leader.

Official resources

Use organisational facilities and other physical resources for their proper use, and maintain them properly.

ID Badges

Members are required to wear ANZGITA identification badges whilst engaged in delivery of ANZGITA program duties. The badges will be returned to ANZGITA on cessation of involvement in the program.

Use and Release of Information

Public Comment

The Chair is the only member authorised to speak to the media. All queries or requests from the media must be forwarded to the Chair. The Chair may delegate another Director or a Team Leader to speak to the media from time to time on particular issues.

Handling Official Information

You may only disclose confidential information or documents acquired in the course of your engagement with ANZGITA when required to do so by law, in the course of duty, when called to give evidence in court, or when proper authority has been given. Full adherence to the Privacy Act is required. The Chair must be informed in all cases where there is a request to disclose confidential information or documents. In such cases your comments should be confined to factual information and should not express opinion on ANZGITA policy or practice.

Act and advise with honesty and integrity in all aspects of your engagement. If you believe an aspect of ANZGITA's policies, procedures or operations may have unforeseen consequences or otherwise requires review, then bring it to the attention of the Chair.

You must not give out or make available information contained in client records to anyone except in accordance with the principals of Client Access to their Health Information.

Unethical Behaviour

Comply promptly with all lawful directions you are given. If you have grounds for complaint arising out of such directions, whether ethical or otherwise, you should discuss and attempt to resolve the matter with your Team Leader. If you are still dissatisfied, you may lodge a grievance to have the matter resolved. You must continue to carry out any lawful directions that you may be given until the matter is resolved.

You will be protected against discrimination for reporting unethical behaviour or wrongdoing providing your claim is reasonable and you have reported the matter to an appropriate person. This will be the Chair who is given responsibility for receiving or investigating such disclosure.

Financial integrity and accountability

Ensure that in financial matters, including the handling of monies, there is full accountability in relation to any advice or transaction in which you may be involved. Full adherence to all financial policies and procedures is essential in maintaining integrity and accountability.

Conflict of Interest

Members should not seek or accept favours or gifts for services performed in connection with your official duties. Included in this category are gifts in kind, for example free accommodation or travel or entertainment vouchers, whether for you or members of your family. The general principle to be followed is that you should not seek or accept favours or gifts from anyone who could benefit by influencing you.

Where a gift is given without your prior knowledge or consent or where a gift is given as a token of goodwill to ANZGITA, inform the Chair or Team Leader as soon as possible. Gifts of more than token value should in all cases remain the property of ANZGITA.

Employment

The Chair or Team Leader should be informed of any employment or the conduct of any business, trade or profession which could interfere with your proper performance on an ANZGITA program or give rise to a conflict of interest (real or perceived).

Engagements after concluding ANZGITA programs:

Once you have completed your engagement on an ANZGITA program or ceased to be a member, you should not use confidential information obtained during your engagement or through other ANZGITA activities to advantage your existing or prospective employer or disadvantage ANZGITA in commercial or other relationships.



CODE OF CONDUCT

I _____ *(Insert Name)*

_____ Organisation
(complete this line only if not an ANZGITA member/volunteer)

HAVE READ, UNDERSTOOD AND AGREE TO BE BOUND BY THE ANZGITA CODE OF CONDUCT
VERSION 4.

SIGNED: _____

DATED: ____ / ____ / ____

MEMBERS AND VOLUNTEERS: PLEASE RETURN TO THE ANZGITA SECRETARY FOR INCLUSION
ON THE RELEVANT PROGRAM FILE.