



# Ethics Procedure

Procedure Number

CHC-PG-0025

Version Nos:

4

## 1. Purpose

This Procedure provides guidance to West Coast District Health Board (WCDHB) staff members in the management of ethical issues and concerns.

## 2. Application

This Procedure is to be followed by all staff throughout WCDHB.

## 3. Definitions

There are no definitions associated with this Procedure.

## 4. Responsibilities

For the purposes of this Procedure:

all **Staff Members** are required to:

- ensure they abide by the requirements of this Procedure.

## 5. Resources Required

This Procedure requires no specific resources.

## 6. Process

1.00 The WCDHB acknowledges its obligations to ensure that it and its staff members act at all times in an ethical manner, and that appropriate Policies, Procedures and Guidelines are promulgated to provide guidance in the management of ethical issues and concerns.

1.01 In order to achieve this the WCDHB has developed the following Policies and Procedures that address ethical issues:

- Complaints Procedure
- Conflict of Interest Procedure
- Culture Awareness procedure
- Discharge Against Professional Advice Procedure
- Donations and Fundraising Policy
- Honorary Status Procedure
- Management of Personal Information Procedures
- Patient Death and Laying Out Procedure
- Referral to Ethics Committee Procedure
- Research Policy
- Staff Code of Conduct.
- Volunteers Procedure

1.02 The WCDHB through its staff education and development programme will ensure that staff members are made aware of their obligations to act in an ethical manner.



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- 1.03 Incidents of non-compliance are to be investigated and reviewed using a process detailed within the WCDHB Accident/Incident Procedure and WCDHB Serious Incident Review Procedure.
- 1.04 Staff members are required respect the dignity and worth of every individual, the integrity of families/whanau and the diversity of cultures. This implies respect for an individual's right to make decisions that affect their own lives, to choose whether or not to consent to anything that is done to them or on their behalf and to maintain their own privacy. Exceptions to this principle of autonomy occur when there is clear danger to the individual, their family/whanau/caregiver, staff member or members of the public at large and when the individual's competence to make a decision is clearly limited. (*See WCDHB Informed Consent Procedure*)
- 1.05 Registered health professionals are also expected to act in accordance with their own professional codes of ethics/conduct.

### 7. Precautions And Considerations

- ➔ Staff members are made aware of their obligations to act in an ethical manner through the staff development and education programme
- ➔ Staff members are required respect the dignity and worth of every individual, the integrity of families/whanau and the diversity of cultures.
- ➔ Registered health professionals are also expected to act in accordance with their own professional codes of ethics/conduct.

### 8. References

NZ Bill of Rights (1990)

Human Rights Act and Amendments (1993)

Code of Health and Disability Service Consumer Rights (1996)

### 9. Related Documents

WCDHB/CHC Accident/Incident Procedure

CHC Informed Consent Procedure

CHC Compliance With The Code Of health And Disability Services Consumer Rights Procedure

WCDHB/CHC Serious Incident Review Procedure

<b>Revision History</b>	<b>Version:</b>	4
	<b>Developed By:</b>	Quality Improvement Co-Ordinator
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