



Code of Conduct For Staff

Procedure Number
WCDHB-HR-0008

Version Nos:
6

1. Purpose

The West Coast District Health Board (WCDHB) has established this staff Code of Conduct to ensure that staff have a clear indication of behaviour expectations.

2. Application

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

3. Definitions

There are no definitions associated with this Procedure.

4. Responsibilities

For the purposes of this Code every WCDHB staff member has three primary obligations under this Code of Conduct:

- i) a duty of care to observe all professional and legal standards;
- ii) an obligation to WCDHB in terms of responsible stewardship of its resources and protection of its reputation in the wider community;
- iii) an obligation to act appropriately when a conflict of interest arises .

5. Resources Required

This Code requires no specific resources.

6. Process

- 1.00 This Code of Conduct is intended to guide WCDHB staff members to identify and resolve issues of ethical conduct that may arise out of their employment. It is designed to guide staff in their dealings with their colleagues, patients/clients, WCDHB and the wider community.
- 1.01 This Code of Conduct is written as a set of general principles rather than a detailed prescription. The Code of Conduct stands beside but does not exclude or replace the rights and obligations of staff members under common law. Breaches of the Code of Conduct should be read in conjunction with the WCDHB Staff Discipline, Suspension and Dismissal Procedure.
- 1.02 It is the responsibility of all practitioners to know the provisions of the Health Professionals Competency Assurance Act as their governing legislation.
- 1.03 It is the responsibility of all practitioners to notify the employer if there is any change in scope of practice that impacts on ability to practice, which includes:
 - Not being in possession of an annual practising certificate or any other professional practising requirement where required by legislation and/or falsely claiming reimbursement from the WCDHB; or
 - Failure to notify the WCDHB of a change in their scope of practice that may have an effect on their ability to carry out the duties and functions of your position.



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- 1.04 With respect to their duty of care, all WCDHB staff members will at all times:
- undertake professional clinical practice in accordance with the requirements of the Code of Health and Disability Services Consumers Rights;
 - treat other WCDHB staff members with respect;
 - not breach any professional/clinical Code of Practice or Code of Ethics that governs the staff member's professional practice
 - comply with all lawful and reasonable instructions and to work as directed;
 - not allow personal relationships to affect professional relationships;
 - not enter into sexual or inappropriate relationships with a patient/client;
 - refrain from all forms of harassment; as detailed in the WCDHB Prevention of Harassment Procedure;
 - abide by all WCDHB Policies, Procedures, Guidelines and Regulations;
 - give due credit to the contributions of other WCDHB staff members;
 - consider carefully the desirability of intervening constructively where a colleague's behavior is clearly in breach of this Code, and be prepared to report any suspected fraud, corruption, criminal or unethical conduct to a General / Senior manager;
 - consider the impact of one's own decisions and actions on the well-being of others (both staff and patients/clients) especially with regard to safety;
 - respect an individual's (staff and patient/clients) right to privacy and under-take to keep personal information in confidence in accordance with relevant WCDHB Policies, Procedures and Guidelines, as well as the requirements of the Privacy Act (and Amendments) and the Health Information Privacy Code.
- 1.05 With respect to their obligation to WCDHB, staff members will at all times:
- refrain from representing themselves as spokes-persons for the WCDHB unless authorised to do so;
 - refrain from representing themselves as acting for, or on behalf of WCDHB unless authorised to do so;
 - refrain from engaging in any outside activities that would compromise the integrity and standing of WCDHB;
 - avoid improper use of the resources of WCDHB for private gain or for the gain of a third party;
 - not incur any liability on the part of WCDHB without proper authorisation;
 - not disclose confidential WCDHB information or information relating to any of its activities, and shall use their best endeavours to prevent the publication or disclosure of the same.
- 1.06 With respect to conflict of interests, WCDHB staff members should take suitable measures to avoid, or appropriately deal with, any situation in which they may have, or be seen to have, a conflict of interest arising out of their relationship with another staff member or client/patient.
- 1.07 Where both a supervisory role and significant relationship between WCDHB staff members exists, supervision must be openly seen to be of the highest professional standard and should not unfairly advantage or disadvantage the WCDHB staff member being supervised.

- 1.08 All WCDHB staff members must take care that their financial and other pecuniary interests and actions do not conflict or seem to conflict with the obligations and requirements of their position of employment.
- 1.09 Where a staff member finds themselves in a situation of a conflict or potential conflict of interest, they should declare this in writing to their Manager. The staff member should deliberately exempt themselves from any decision-making or approval process associated with situations where a conflict of interest might arise.

7. Precautions And Considerations

- ➔ Every WCDHB staff member has three primary obligations under this Code of Conduct:
- i) a duty of care to observe all professional and legal standards;
 - ii) an obligation to WCDHB in terms of responsible stewardship of its resources and protection of its reputation in the wider community;
 - iii) an obligation to act appropriately when a conflict of interest arises .

8. References

WCDHB Staff Discipline, Suspension and Dismissal Procedure

9. Related Documents

WCDHB Staff Discipline, Suspension and Dismissal Procedure

Revision History	Version:	6
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