



**College of Intensive Care Medicine
of Australia and New Zealand**
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CODE OF CONDUCT FOR COLLEGE MEMBERS ACTING IN COLLEGE ROLES

PURPOSE AND SCOPE

The purpose of this policy is to set out the standards of conduct expected of elected and invited individuals of the College of Intensive Care Medicine of Australia and New Zealand (the College) Board, College Committees, and College members undertaking internal and external roles.

Nothing in this policy derogates from those obligations inherent in:

- the Medical Board of Australia's *Good medical practice: a code of conduct for doctors in Australia*;
- the Medical Council of New Zealand *Good Medical Practice*;
- the Australian Medical Association's *Code of Ethics*; or
- as otherwise expected at law, which must be read and dealt with independently of this policy.

The College values the contribution made by Fellows, trainees and community members on its Board, College committees, panels, teams, special interest groups and advisory bodies. The College recognises that diversity of opinions is vital to innovation and development of the College, but there must always be respectful collaboration between committee members or between committee members and College staff.

The College is committed to a culture of corporate compliance, honesty and ethical behaviour in all College activities and is committed to protecting any individual who reports conduct contrary to, or a serious breach of this Code. The College has reporting and sanction mechanisms to facilitate the detection of misconduct. Refer to the Speak Up policy.

CONDUCT

The elected and invited individuals under the scope of this policy are required to demonstrate the College's values of partnership mindset, professional approach, personalised connection and passion for our purpose by demonstrating the set of expected behaviours outlined below.

1 Personal Behaviour

- To act in accordance with the aims of the College, its Regulations, and policies;
- To act ethically, with honesty and integrity, in the best interests of the College and its reputation at all times;
- To treat colleagues and College staff with respect, courtesy, honesty and fairness and have proper regard for their interests, rights, safety and welfare; irrespective of

gender, sexual orientation, race, disability, religion, marital status, age, political conviction or other attributes;

- To contribute to a harmonious, safe and productive environment/culture through professional workplace relationships;
- To be responsive to other members, College staff and other stakeholders, and to overall College requirements;
- To carry out tasks or duties assigned to them by the College diligently and professionally;
- To attend scheduled meetings;
- To make decisions fairly, impartially and promptly, considering all available information, regulations, legislation, policies and procedures;
- To be aware of the time commitment required of the role and commit to fulfil all incumbent obligations;
- To use the power of the College Board and/or committee position responsibly.

2 Regulatory compliance

- To abide by the rules and standards of bodies empowered to regulate sectors in which the College operates;
- To comply with all College policies when on the College's premises or performing College duties;
- To comply with all relevant laws and regulations.

3 Communication and confidentiality

- To channel all communication between committees and Board through the appropriate Chair, Chief Executive Officer (CEO) and/or College staff member;
- To understand that unauthorised disclosure of confidential information may cause the College reputational damage;
- To not disclose official information, discussions, deliberations, decisions or documents that are not publicly known or have not been approved for public release, that were acquired through membership of the Board and/or committees;
- To ensure that any public comments made in the College's name are authorised by the President or CEO;
- To respect the confidentiality and privacy of all information as it pertains to individuals;
- To recognise that these obligations of confidentiality continue after Board and committee members retire from or otherwise leave the Board and/or College committees.

Note: The above confidentiality provisions do not preclude anyone involved in the disclosure of information under the Speak Up Policy from sharing the information with their legal representative or support person. For more information, refer to the Speak Up Policy.

4 Conflict of Interest

- To disclose to the College any personal or business interests that may give rise to actual or perceived conflicts of interest and ensure they are managed appropriately;
- To ensure any personal or financial interests do not conflict with their ability to perform official duties in an impartial manner;
- To not allow personal or financial interests, or the interests of any associated person, to conflict with the interests of the College;

- To absent themselves from any discussion, deliberation or decision making on any matter where they have an actual or perceived conflict of interest.

5 Duty of disclosure

A College Board or Committee member who:

- is charged with a criminal offence; or
- has their name removed from the register of medical practitioners by a medical registration authority; or
- has any condition, restriction, undertaking or suspension on their right to practise medicine that was not previously known to the College or routinely associated with their registration imposed by a medical registration authority;

has a duty to notify the College and may be required to stand down from their position until the outcome of a review is known.

6 Proper Use of Authority/position/Resources

- To be aware of the College Regulations, rules, reporting lines and processes;
- To act in a financially responsible manner, applying due diligence to the scrutiny of financial reports, audit reports and other financial material that is the responsibility of the Board and/or committee(s);
- To not use their position, their authority or any information received to obtain an advantage for themselves or detriment for others;
- To ensure they act within a particular delegated authority for appropriate purposes, if granted same by the Board or CEO;
- To adhere to proper lines of communication and not direct College staff or the CEO to perform any work, or perform work in any particular matter outside of any delegated authority;
- To ensure the proper use of resources, including office facilities and equipment, Cabcharge vouchers, College credit cards etc;
- To take responsibility for reporting fraud, improper conduct or misconduct which has been, or may be occurring in the workplace, reporting the details to the CEO or other appropriate person. Refer to the Speak Up policy.

7 Prohibition on improper gifts and entertainment

- To not give, accept or solicit gifts or benefits that breach IC-6 Guidelines for the relationship between Fellows, trainees and the healthcare industry;
- To only accept gifts of travel or accommodation with the approval of the President, or with the approval of the President-elect if the receiver is the President, when the travel or accommodation is related to the College role;
- To consult with the President or President-elect if there is any doubt as to the appropriateness of any gift or entertainment, before it is given or accepted.

8 Protection and proper use of College assets

- To protect, as far as is possible, the assets and resources of the College and to ensure their efficient use for legitimate College purposes;
- To protect any proprietary information such as intellectual property, strategic plans, employee information, and any other information concerning the College that is not generally known to the public. Refer to the Intellectual Property policy;

- To recognise that these obligations to protect the College's assets continues after Board and committee members retire from the Board or other College bodies.

References and sources

- Privacy Policy.
- Speak Up Policy.
- Intellectual Property Policy.
- IC-6 Guidelines for Relationships between Fellows, Trainees and Health Care Industry.
- IC-20 Prevention of Bullying, Discrimination and Harassment in the Workplace.
- Medical Board of Australia's *Good medical practice: a code of conduct for doctors in Australia*.
- Australian Medical Association's *Code of Ethics*.
- Medical Council of New Zealand *Good Medical Practice*.

Acknowledgments

The Fellowship Affairs Committee.

Document Control

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Revision History

Date	Pages revised/ Brief explanation of revision
2020	Limited scope to College members undertaking College related matters, expanded on the expected set of behaviours and standards of professional behaviour in this setting.

Further Reading

Publishing Statement

Published by CICM: March 2021. This Professional Document has been prepared with regard to general circumstances, and it is the responsibility of the practitioner to have regard to the particular circumstances of each case, and the application of this document in each case. The college's Professional Documents are reviewed from time to time, and it is the responsibility of the practitioner to ensure the current version has been obtained. Professional Documents have been prepared according to the information available at the time of their publication, and the practitioner should therefore have regard to any information, research or material which may have been published or become available subsequently. Whilst the college endeavours to ensure its Professional Documents are as current as possible at the time of their preparation, it takes no responsibility for matters arising from changed circumstances or information or material which may have become available subsequently.

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