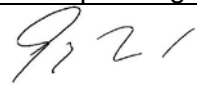


 <b>Policy &amp; Procedure</b>	Policy Name: <b>ORGANIZATIONAL ETHICS</b>	Manual Administration
	Last Reviewed / Revised Date June 2016, Jan 2017	Category : Ethics
	Approved by:  Chief Operating Officer	Original Date: November 2010
	Signature 	Committee/Dept Review:

## **PURPOSE**

To ensure that organizational decision-making is guided by recognized ethical values and principles and the St. Francis Memorial Hospital Mission, Vision and Values.

## **POLICY**

The Management and Staff of St. Francis Memorial Hospital (SFMH) adopt the Canadian College of Health Service Executives' Standards of Ethical Conduct in its entirety as follows:

### ***PREAMBLE***

In fulfilling their responsibilities, SFMH management and staff serve as moral agents. Every management decision affects the health and well being of individuals, organizations and communities, therefore management and staff must assess the consequences of their decisions and actions and accept responsibility for their results. As moral agents, SFMH management and staff must speak out and strive for the most ethical course of action, both by themselves and by the organizations they lead.

SFMH is a member of the Madawaska Valley Communities Circle of Health (MCCH) Joint Ethics Advisory Committee. As a member, the organization will contribute to the Committee

All members of SFMH are required to comply with the Standards of Ethical Conduct and the administration thereof.

### ***ETHICAL PROBLEMS AND DILEMMAS***

#### **1. Responsibilities to Individuals**

SFMH Management and Staff shall:

- Be exemplary, courteous and tactful in all interactions.
- Ensure the communication of rights, responsibilities and information to foster informed decision-making.
- Respect the customs and beliefs of others, consistent with the mission of the organization.
- Respect the confidentiality of information, unless it is in the public interest or required by law to divulge information or with the informed consent of the patient.
- Promote competence and integrity with individuals associated with the organization.
- Direct patients/staff/families to the MCCH Joint Ethics Advisory Committee if required

#### **2. Responsibilities to the Organization**

SFMH Management and Staff shall take a leadership role to ensure the organization:

- Serves the public interest in an ethical fashion.
- Strives to provide quality services.
- Communicates truthfully and avoids misleading or raising unreasonable expectations in others.
- Uses sound management practices and ethical use of resources.

- Promotes public understanding of health and health services.
- Conducts inter-organizational activities in a cooperative way that improves community health.

### **3. Responsibilities to Community and Society**

SFMH Management and Staff shall:

- Abide by the laws of government, but seek changes by lawful means where needed.
- Contribute to improving the health of Canadians, including participating in public dialogue and recommending actions to enhance health and better health services.
- Strive to identify and meet the health needs of the community within the resources available and the mission of the organization.
- Consider the effects of management decisions on the community and society.

### **4. Conflict of Interest**

- Conflict of interest exists when SFMH Management and Staff uses position, authority or privileged information to:
  - Obtain an improper benefit, directly or indirectly, or
  - Obtain an improper benefit for a friend, relative or associate, or
  - Make decisions that will negatively affect the organization.
- SFMH Management or Staff shall:
  - Conduct all relationships in a way that assures those affected that management decisions are not compromised by a conflict of interest.
  - Disclose to the appropriate authority any direct or indirect personal or financial interest, or appointment or election which might create a conflict of interest.
  - Neither accept nor offer personal gifts or benefits with the expectation or appearance of influencing a management decision.

The above is in addition to and does not in any way replace professional responsibilities of regulated professional as defined clinically by their respective code of ethics.

Organizational ethics-related issues (e.g. ethical implications of resource allocations) will follow the same process and criteria to guide discussion and decision-making as defined in Ethical Framework. (Policy – *Ethics Advisory Committee – Submissions*)

SFMH's Senior Management Team will address the issues based upon the hospital's Ethical Principles and Values there-in and follow the process defined in the Ethical Framework with the support of the Ethics Advisory Committee.