



srivenkateshwaraa

Medical College Hospital and Research Centre

CREATING HEALTHIER SOCIETY

Ariyur, Puducherry-605 102

I. PURPOSE AND SCOPE

1. PURPOSE

In accordance with the Faculty of Medicine values this Code of Conduct (the “Code”) intends to inform, guide and enhance the conduct of all members of the Faculty of Medicine in their interactions with each other and with persons external to the Faculty with whom they come into contact, whether in the classroom or in work-related settings (e.g., clinics, operating theatres, rotations, clinical practical, fieldwork, research laboratories, conferences or other venues). The policy applies to all forms of verbal and written communication, and includes emails, phone calls and social media.

Another purpose of the Code is to provide all members of the Faculty of Medicine with a framework that states and brings awareness to other policies that are applicable to them. As such, the Code is a reference tool to help all members of the Faculty of Medicine navigate their rights and responsibilities, as well as know where to take their concerns relating to those rights and responsibilities.

The Code does not, itself, contain procedures of enforcement. Alleged breaches of the Code and policies referred to will be investigated and adjudicated in compliance with the relevant policies that govern them.

2. SCOPE

The Code applies to all members of the Faculty of Medicine who hold appointments (includes nil salary) through the Faculty of Medicine at SVMCH & RC, under SVGI, whether or not they also hold appointments in affiliated teaching hospitals or health care centres (academic staff);

II. POLICY STATEMENT

1. Statement of Values

The Faculty of Medicine has defined mission, vision and values.

With respect to this Code, the Faculty of Medicine of SVMCH & RC (hereafter “the Faculty”) is committed to providing all of its members a welcoming, collegial environment conducive to optimal education, clinical care and research and to maintaining the highest levels of ethical and professional standards (see Appendix 1). In particular, the Faculty is committed to promoting and maintaining the highest standards of behaviour of all of its members in order to provide a healthy and safe learning environment and to better serve society. The Faculty values integrity,

J. W. B.
DEAN
Sri Venkateshwaraa Medical College
Hospital & Research Centre
Ariyur, Puducherry-605 102



Sri Venkateshwarraa

Medical College Hospital and Research Centre

CREATING HEALTHIER SOCIETY

Ariyur, Puducherry-605 102

honesty, fairness and respect for the rights of others and strives to integrate these into its teaching, research, clinical and other activities.

2. Expectations of Professional Standards

2.1 General

Professional conduct is the set of attitudes, behaviours and characteristics deemed desirable in all members of the Faculty that define the Faculty and its relationship to its members and to society. Professional standards serve to guide professional conduct.

2.2 Standards expected of all members of the Faculty

- a) The faculty are expected to be familiar with and comply with the policies of the University relating to conduct. These include, but are not limited to:
 - Code of Conduct and Disciplinary Procedures
 - Policy on Harassment and Discrimination Prohibited by Law
 - Policy Against Sexual Violence
- b) The faculty are expected to abide by the standards of professional conduct at all times and in particular while in any setting where academic, research, clinical activities (including interactions with patients)
- c) When the Faculty carry out work or training activities in clinical settings, they are also expected to abide by relevant policies and procedures governing conduct within those clinical settings.
- d) Candidates for admission to any Faculty program are expected to be familiar and comply with this Code in the context of their application for admission and the admissions process.

2.3 Standards expected of Faculty as members of the health professions

Membership in the health professions demands integrity, competence and adherence to ethical standards. The Faculty, in health professions programs are expected to meet standards of professional behaviour set out in the codes of ethics and conduct of their respective or future professional organizations and regulatory bodies.

III. IMMEDIATE MEASURES

1.16
DEAN
Sri Venkateshwarra Medical College
Hospital & Research Centre
Ariyur, Puducherry-605 102



srivenkateshwarraa

Medical College Hospital and Research Centre

CREATING HEALTHIER SOCIETY

Ariyur, Puducherry-605 102

If there is reasonable cause to believe that a member poses an immediate threat to the physical or psychological safety of another person, the responsible academic or non-academic leader having authority in the matter may implement temporary measures, as deemed appropriate, during the period of the investigation, and, if needed, during the referral to the Dean or the Dean's delegate for consideration of subsequent discipline.

Critical Incidents: sexual assault, physical assault and verbal abuse threatening safety

Major incidents: repeated belittlement and humiliation and/or repeated inappropriate comments regarding race, religion, gender or sexual orientation

IV. REPORTING

The Faculty is committed to protecting members and others who in good faith and with reasonable cause report actions that they believe constitute violations of this Code or other relevant codes, policies

V. DISCIPLINARY MEASURES

A violation of this Code may lead to disciplinary measures in accordance with internal regulations, policies, codes or collective agreements to which the member is subject, in addition to any disciplinary measures that may be imposed by the professional body or other organizations to which the member belongs.

Such disciplinary measures may include processes of discovery, investigation and appeal, as appropriate.

STANDARDS OF PROFESSIONAL CONDUCT

All members of the Faculty are required to demonstrate the behaviours and to meet the expectations of professional conduct set out below, in all interactions related to the Faculty of Medicine.

1. Honesty

S. W. B.
DR. DEAN
Sri Venkateshwarra Medical College
Hospital & Research Centre
Ariyur, Puducherry-605 102



sri venkateshwaraa

Medical College Hospital and Research Centre

CREATING HEALTHIER SOCIETY

Ariyur, Puducherry-605 102

- 1.1. All members of the Faculty are required to conduct themselves honestly and with integrity in their daily work, whether in education, research, clinical care or administration. This includes the appropriate acknowledgement of the contributions made by others.
- 1.2. In the context of caring for patients and their families, all members of the Faculty are required to adhere to the highest standards of integrity and follow the requirements of professional orders, that may be applicable, with regard to confidentiality and consent.
- 1.3. In addition, all members of the Faculty are required to engage in ethical interactions with industry and other organizations by declaring and managing conflicts of interest, real or perceived. They must disclose to sponsors, universities, journals or funding agencies any material conflict of interest, financial or otherwise, that might influence their decisions about whether the teacher, academic staff or student should be asked to review manuscripts or applications, test products or be permitted to undertake work sponsored from outside sources.
- 1.4. As stated, The Trust is fundamental to the effective operation of the Institution. An assumption of personal integrity in every Faculty member underlies our policies and procedures. All members of the Faculty are expected to conduct themselves with integrity in accordance with the trust and confidence that is reposed in them and must immediately and in full honesty declare any conflict of interest situations.

2. Respect of Others

- 2.1. In order to foster a healthy work and learning environment, it is incumbent on all to demonstrate respect and appreciation for their colleagues, students, patients, family members and others they interact with in their role as a member of the Faculty. In particular, all members of the Faculty must not discriminate in interactions with others on the basis of age, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, unrelated criminal convictions or any other ground protected by human rights legislation.
- 2.2. All are called upon to create and maintain an atmosphere conducive to learning, discovery and to the conduct of professional work. All members of the Faculty are expected to maintain personal composure and consideration for others and to model language, appearance and demeanor appropriate to the academic or professional health care setting.

5.26
DEAN
Sri Venkateshwaraa Medical College
Hospital & Research Centre
Ariyur, Puducherry-605 102



srivenkateshwarraa

Medical College Hospital and Research Centre

CREATING HEALTHIER SOCIETY

Ariyur, Puducherry-605 102

2.3. All written or oral communications including those on social media must be respectful and meet the same level of professionalism as would be expected in face-to-face communications.

2.4. In order to ensure proper respectful relationships with patients, students, teachers, academic and non-academic staff, all members of the Faculty must establish and maintain appropriate personal boundaries, including, protecting personal information and respecting the individual workspace.

2.5. a. All members of the Faculty must not engage in sexual or romantic relations with patients with whom they have a professional relationship. Coercive or exploitive relationships with colleagues, students, patients, research participants or their families for any purpose including: emotional, financial, research, educational or sexual purposes are strictly forbidden.

S. V. B.
DEAN
Sri Venkateshwarra Medical College
Hospital & Research Centre
Ariyur, Puducherry-605 102

DEAN
Sri Venkateshwarra Medical College
Hospital & Research Centre
Ariyur, Puducherry-605 102



b. As per the Institution Guidelines on Intimate Relationships Between Teaching Staff and Students, where members of the teaching staff have a personal or intimate relationship with a student under their instruction, supervision or authority, they are in a conflict of interest. Staff members have a duty to disclose that relationship immediately to the head of their academic unit and cannot remain simultaneously in an intimate and teaching/instructional/supervisory relationship with the student.

c. Those who are involved in clinical care must ensure that patients and families, as well as members of the health care team and academic community, are always treated with respect and dignity both in their presence and in discussions with other members of the health care team or academic community. Feedback to members of the health care team or academic community, whether oral or written, must be provided in a timely, constructive and respectful manner.

3. Confidentiality

- 3.1. All members of the Faculty must respect and maintain the privacy and confidentiality of information about patients, as well as research and educational participants. This includes limiting discussion of patient health issues to appropriate settings for clinical or educational purposes and to those family member caregivers identified by patient consent.
- 3.2. All must take appropriate measures to avoid breaches of privacy and confidentiality when communicating, especially when using the internet and social media. It is mandatory to adhere to data access and security regulations in both academic and clinical settings. For example, login codes must not be shared, and personal information, including and importantly personal information of patients, should not be transmitted via unsecured networks without consent of all parties.
- 3.3. All must act in accordance with obligations imposed by privacy legislation related to collection, storage and disclosure of personal information and maintenance and use of educational records, health records, research and personnel information. In particular, all members of the Faculty must not access personal information stored in files or computers in the Institution or clinical settings without appropriate authorization. In the

S. S. S.
DEAN
Sri Venkateshwarra Medical College
Hospital & Research Centre
Ariyur, Puducherry-605 102



case of research, data access must conform to the requirements of governing research ethics policies. In the case of clinical duties, access is governed by the rules of the health care institution and the expectations of professional orders. In particular, members may only view information on patients with whom they have a current health professional/patient relationship.

4. Responsibility

- 4.1. All members of the Faculty must be accountable for their own actions in the workplace, research and learning environments. Behaviours and actions are subject to all the requirements for honesty, respect and confidentiality listed above, which will be used to assess compliance of any particular behaviour with this Code of Conduct.
- 4.2. As responsible members of the community, all must seek to recognize their personal limitations in situations that exceed their level of experience or competence, and consult with and refer to appropriate professional colleagues. Similarly, all must demonstrate self-awareness and responsibility for their actions by accepting and responding appropriately to feedback regarding performance.
- 4.3. All members of the Faculty are expected to exhibit/model behaviour consistent with this Code and, where applicable, the deontologic codes of conduct within one's professional and licensing bodies. To this end, members are expected to maintain and enhance their competence through commitment to continuous professional development.
- 4.4. In the clinical context, all members of the Faculty are required to follow the rules of the health care institution and of their professional order in regard to disclosure of errors
- 4.5. In the course of their work or study, all members of the Faculty are expected to promote fiscal responsibility and accountability.
- 4.6. All members of the Faculty must not use alcohol or other drugs, including prescription drugs, in any way that could interfere with duties and responsibilities.

5-46
DEAN
Sri Venkateshwaraa Medical College
Hospital & Research Centre
Ariyur, Puducherry-605 102



srivenkateshwaraa
Medical College Hospital and Research Centre

CREATING HEALTHIER SOCIETY

Ariyur, Puducherry-605 102



- 4.7. All members of the Faculty must report professional misconduct to the appropriate authorities while taking care to avoid unjustly discrediting the reputation of members of the health care team or of the academic community.
- 4.8. All members of the Faculty are required to meet expectations related to punctuality, attendance and participation in their workplace, academic classes or clinical settings, including student placements.
- 4.9. Computers, cell phones and similar devices provided in the academic or health care settings must be used in accordance with the applicable policies, including those regarding personal use. Use of personal communication devices must not be disruptive or interfere with interactions with patients, families, health care providers, students, co-workers, administrative or support staff.

S. V. B.
DEAN
Sri Venkateshwaraa Medical College
Hospital & Research Centre
Ariyur, Puducherry-605 102

DEAN
Sri Venkateshwaraa Medical College
Hospital & Research Centre
Ariyur, Puducherry-605 102