

CODE OF CONDUCT AND ETHICS

ANS Background

The Association of Neurophysiological Scientists (ANS) is the UK professional body for clinical physiologists working in the field of Clinical Neurophysiology. The principle aims of ANS are to represent its members at a national level, set standards of practice, promote career development, set education and training standards and award qualifications. As a professional body we also have a responsibility to protect the interests of the profession. We also provide significant input to the national career framework for clinical neurophysiologists through the national School for Healthcare Science (NSHCS).

ANS was previously known as the Electrophysiological Technologists Association (EPTA) and was founded in 1949. ANS has now over 500 members, the majority of which are based within clinical departments in the UK and Republic of Ireland, although membership does spread world-wide.

With over >70 years' experience, ANS provides professionally recognised neurophysiology practical examinations in the UK.

ANS Vision and Mission statement

The objective of ANS is to provide a national professional body and educational association for neurophysiological scientists.

The mission is to enable the development of a modern, resilient workforce that encourages working to the highest potential to deliver the best care for today and the future.

In keeping with our vision and mission our Strategic Goals are to:

- Facilitate national and international networking and communication within the Neurophysiology field
- Ensure the latest high quality developments and advancements in neurophysiology practices are shared and assessed through professional body examinations.
- Design a high quality training programmes and professional body examinations for future generations in Neurophysiology
- Promote Neurophysiology with education, setting standards and development of the workforce
- Encourage working to the highest potential and deliver the best experience through professional development, networking opportunities and support
- Support the development of a modern, resilient workforce with the knowledge and skills for today and the future
- Set standards, collate and disseminate information, and represent the membership

About this document

This revised Code of Conduct and Ethics 'The Code' (date) sets out in general terms, how we expect our members to behave and uphold the reputation of the ANS and the reputation of the profession. There is a disciplinary procedure in place to maintain these high professional standards.

This revised Code of Conduct and Ethics has been adapted and adopted from the Health and Care Professions Council (HCPC) standards of conduct performance and ethics for Clinical Scientists, with any necessary amendments made specific to our ANS members. The revised Code aims to also differentiate the responsibilities a professional body has against that of a healthcare regulator, primarily that the ANS exists to serve the interest of the members and the profession, whereas a regulator's primary role is public protection.

This Code is reproduced with the permission of the Health and Care Professions Council (HCPC). All rights reserved. The ANS strongly encourage all members practising within the field of neurophysiology to be registered with a relevant voluntary or statutory register where one exists.

When the ANS Council looked at revising the previous Code of Conduct document, this included extensive research of other professional body and regulator's Codes of Conduct. Adopting and adapting the HCPC Standards was a pragmatic decision based largely on the basis that the large majority of ANS members are voluntarily registered with either the Academy of Healthcare Science (AHCS) or the Registration Council of Clinical Physiologists (RCCP), although increasing numbers are now statutory regulated by the HCPC. Both the AHCS and RCCP base their respective Codes on the HCPC Standards. The ANS do however recognise that this does not apply to all members or membership categories however we strongly believe the values and behaviours embedded in the HCPC Standards are still applicable to all ANS members.

These values and positive behaviours should direct the way our members act both within and outside of the workplace and the Code is applicable to all ANS members and membership categories.

Membership Categories:

- Full membership – for members who hold an ANS recognised professional qualification. It is also available to those with current RCCP registration who are working in Neurophysiology.
- Chartered membership - is available to full members who have been awarded Chartered Scientist status by the ANS.
- Fellow membership - awarded to members who have been recognised for outstanding practice or pursuance within the profession.
- Chartered Fellow membership - awarded to fellows who have also achieved Chartered Scientist status.
- Associate membership – for members working in the field of Neurophysiology who do not fulfil the criteria for other grades of membership.
- Student membership – for those members training towards their first ANS recognised professional qualification.

- Commercial membership is available to those employed in the commercial sector with an interest in Clinical Neurophysiology.

Terms and conditions of Membership

Members must adhere to the ANS declaration as required under paragraphs 5.(2a) and 18.(1) of the Articles of the Association, have a duty to observe the provision of the Articles of the Association of Neurophysiological Scientists' and any regulations made under them.

Members must understand and comply with the Association of Neurophysiological Scientists disciplinary procedure as required under Article 18.2 and 18.3 of the Articles of the Association of Neurophysiological Scientists.

Members must fully engage with any ANS disciplinary investigation related to any potential breaches of the code.

Code of Conduct and Ethics

Purpose

The Code defines the values and behaviour that the ANS expects of all of its members. The Code applies to all roles in all membership categories, sectors and settings and at all career stages. It reinforces the imperative that members adhere to the law, regulatory requirements and the requirements of their employing organisations and education institutions.

The Code promotes professionalism and supports members in taking responsibility for their decision making and actions and fulfilling their duty of care (duty of candour) to individuals with whom they interact, in their respective roles. Members agree to adhere to the Code in choosing to take up ANS membership (in all membership categories).

The ANS's Code of Conduct and Ethics is centred around the needs of the profession, service users and carers. It sets out the high standards of behaviour required of you as a ANS member; following the Code forms part of your contract as a member of the ANS.

ANS Member should:

- promote and protect the interests of the profession, service users and carers;
- communicate appropriately and effectively;
- work within the limits of their knowledge and skills;
- delegate appropriately;
- respect confidentiality;
- manage risk;
- report concerns about safety;
- be open when things go wrong;
- be honest and trustworthy; and
- keep records of their work.

What the Code means for different groups

Our members work in a range of different settings, which include direct practice, management, education, research and roles in industry. They also work with a variety of different people, including patients, clients, carers and other professionals. Some members are retirees or have a general interest in the field of neurophysiology.

Service users, carers and the public

If you are receiving care, treatment or other services from one of our members, or you might do so in the future, the Code will help you to understand how our members should behave towards you.

The Code will also be helpful if you are a carer. On the rare occasions that something goes wrong, anyone can raise a concern through our disciplinary process. We can investigate concerns and take action where necessary. When there are serious concerns about a member's knowledge, skills or behaviour we would expect a local employer or relevant organisation to investigate and in which case the outcome of this investigation will feed into our disciplinary process. The large majority of our members are voluntary or statutory regulated and where applicable any serious concerns will also be communicated by the ANS to the relevant body if a concern raises fitness to practice concerns.

The Code defines the professional values and behaviour that the ANS expects of ALL its members. The Code applies to all roles in all membership categories, sectors and settings and at all career stages, who all have a responsibility arising from their duty to serve the public interest. It reinforces the imperative that members adhere to the law, regulatory requirements and the requirements of their employing organisations and education institutions.

The Code promotes professionalism and supports members in taking responsibility for their decision making and actions and fulfilling their duty of care to individuals with whom they interact, in their respective roles. Members voluntarily agree to adhere to the Code in choosing to take up membership of the ANS (in all membership categories)

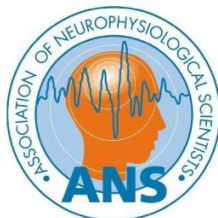
Members

If you are an ANS member, you should familiarise yourself and abide by the Code. If you are applying for membership, you will need to sign a declaration to confirm that you will abide by the Code once you are a member.

If you are a Chartered Scientist, you are also required to meet the Science Council standards and sign an annual declaration to confirm you continue to meet the CSci Standards.

The Code also applies to you if you are a student member.

As a member, you are personally responsible for the way you behave. You will need to use your judgement so that you make informed and reasonable decisions and meet the Code. You must always be prepared to justify your decisions and actions. Making informed and reasonable decisions might include getting advice and support from the ANS who can provide guidance and advice about good practice, which can help you meet the Code. Your colleagues, education providers, employers, other relevant professional bodies, trade unions or other people are also a good source of advice. In particular, we recognise the valuable role the professional regulators have, particularly in ensuring public protection.



The Code of Conduct and Ethics (2021)

1. Promote and protect the interests of the profession and all stakeholders (including service users and carers)

- 1.1 Treat your profession, professionals, service users and carers with due respect.
- 1.2 Promote and support high standards of neurophysiology practice in how you perform your role and role and activity.
- 1.3 Treat service users and carers as individuals, respecting their privacy and dignity.
- 1.4 Work in partnership with service users and carers, involving them, where appropriate, in decisions about the care, treatment or other services to be provided.
- 1.5 Encourage and help service users, where appropriate, to maintain their own health and well-being, and support them so they can make informed decisions.

Make sure you have informed consent

- 1.6 Ensure you have informed consent from service users or other appropriate authority before you provide care, treatment or other services.

Challenge discrimination

- 1.7 Do not discriminate against service users, carers or colleagues by allowing your personal views to affect your professional relationships or the care, treatment or other services that you provide.
- 1.8 Challenge colleagues if you think that they have discriminated against, or are discriminating against, service users, carers and colleagues.

Maintain appropriate boundaries

- 1.9 Keep your relationships with service users and carers professional.

2. Communicate appropriately and effectively

Communicate with service users and carers

- 2.1 Be polite and considerate.
- 2.2 Listen to service users and carers and take account of their needs and wishes.
- 2.3 Give service users and carers the information they want or need, in a way they can understand.
- 2.4 Make sure that, where possible, arrangements are made to meet service users' and carers' language and communication needs.

Work with colleagues

- 2.5 Work in partnership with colleagues, sharing your skills, knowledge and experience where appropriate, for the benefit of the profession, service users and carers.
- 2.6 Share relevant information, where appropriate, with colleagues involved in the care, treatment or other services provided to a service user.

Social media and networking websites

2.7 Use all forms of communication appropriately and responsibly, including social media and networking websites.

3. Work within the limits of your knowledge and skills

Keep within your scope of practice

3.1 Keep within your scope of practice by only practising in the areas you have appropriate knowledge, skills and experience for.

3.2 Refer a service user to another practitioner if the care, treatment or other services they need are beyond your scope of practice.

Maintain and develop your knowledge and skills

3.3 You must keep your knowledge and skills up to date and relevant to your scope of practice through continuing professional development.

3.4 Keep up to date with and follow the law, our guidance and other requirements relevant to your practice.

3.5 Ask for feedback and use it to improve your practice.

4. Delegate appropriately

Delegation, oversight and support

4.1 Only delegate work to someone who has the knowledge, skills and experience needed to carry it out safely and effectively.

4.2 Continue to provide appropriate supervision and support to those you delegate work to.

5. Respect confidentiality

Using information

5.1 Treat information about service users as confidential.

Disclosing information

5.2 Only disclose confidential information if:

- you have permission;
- the law allows this;
- it is in the service user's best interests; or
- it is in the public interest, such as if it is necessary to protect public safety or prevent harm to other people.

6. Identify and minimise risk

Manage risk

6.1 Take all reasonable steps to reduce the risk of harm to service users, carers and colleagues as far as possible.

6.2 Do not do anything, or allow someone else to do anything, which could put the health or safety of a service user, carer or colleague at unacceptable risk.

Manage your health

6.3 Make changes to how you practise, or stop practising, if your physical or mental health may affect your performance or judgement, or put others at risk for any other reason.

7. Report concerns about safety

Report concerns

7.1 Report any concerns about the safety or well-being of service users promptly and appropriately.

7.2 Support and encourage others to report concerns and not prevent anyone from raising concerns.

7.3 Take appropriate action if you have concerns about the safety or well-being of children or vulnerable adults.

7.4 Make sure that the safety and well-being of service users always comes before any professional or other loyalties.

Follow up concerns

7.5 Follow up concerns you have reported and, if necessary, escalate them.

7.6 Acknowledge and act on concerns raised to you, investigating, escalating or dealing with those concerns where it is appropriate for you to do so.

8. Be open when things go wrong

Openness with service users and carers

8.1 You must be open and honest when something has gone wrong with the care, treatment or other services that you provide by:

- informing service users or, where appropriate, their carers, that something has
- gone wrong;
- apologising;
- taking action to put matters right if possible; and
- making sure that service users or, where appropriate, their carers, receive a full and prompt explanation of what has happened and any likely effects.

Deal with concerns and complaints

8.2 Support service users and carers who want to raise concerns about the care, treatment or other services they have received.

8.3 Give a helpful and honest response to anyone who complains about the care, treatment or other services they have received.

9. Be honest and trustworthy

Personal and professional behaviour

9.1 Make sure that your conduct justifies the public's trust and confidence in you and your profession. Be professional at all times when representing ANS as not to bring the professional body into disrepute.

9.2 Be honest about your experience, qualifications and skills.

9.3 Make sure that any promotional activities you are involved in are accurate and are not likely to mislead.

9.4 Declare issues that might create conflicts of interest and make sure that they do not influence your judgement.

Important information about your conduct and competence

9.5 Tell us and where applicable, tell your professional regulator as soon as possible if:

- you accept a caution from the police or you have been charged with, or found guilty of, a criminal offence;
- another organisation responsible for regulating a health or social-care profession has taken action or made a finding against you; or
- you have had any restriction placed on your practice, or been suspended or dismissed by an employer, because of concerns about your conduct or competence.

9.6 Co-operate with any investigation into your conduct or competence, the conduct or competence of others, or the care, treatment or other services provided to service users.

10 Keep records of your work

Keep accurate records

10.1 Keep full, clear, and accurate records for everyone you care for, treat, or provide other services to.

10.2 Complete all records promptly and as soon as possible after providing care, treatment or other services.

Keep records secure

10.3 Keep records secure by protecting them from loss, damage or inappropriate access.