	CREATION DATE 2008	DATE REVISED July 26, 2024
	POLICY AREA / CATEGORY	DATE APPROVED / EFFECTIVE DATE 2008
POLICY TITLE CODE OF CONDUCT	VERSION	DATE REVIEWED July 26, 2024

SUMMARY & PURPOSE:

As an organization that takes great pride in its professionalism, the Certification Council holds itself to high standards.

The Certification Council's Code of Conduct has been created to offer guidance and support in helping to conduct all affairs of the certification programs with integrity and in compliance with laws, regulations, and accrediting body standards. These principles are steadfast. The Code of Conduct represents a collective commitment by the members of the Certification Council to act ethically, legally, and responsibly by adhering to the policies and procedures of the Certification Council, SSH, and the healthcare simulation community.

DEFINITIONS:

Disclosure: The release, transfer, provision of access to, or divulging in any other manner information outside of SSH or to an individual who is not part of the SSH staff and volunteers.

Program: elements of the certification program related to the development and delivery of the certifications provided by SSH.

Use: The sharing, employment, application, utilization, examination, or analysis of Information within SSH or by an individual who is part of the SSH Workforce.

POLICY:

While fairly explicit, bear in mind the Code of Conduct is merely a starting point for ethical behavior. It cannot address every situation nor is it a substitute for using good judgment.

Protecting Privacy and Confidentiality

- Keeping certification program information secure at all times is fundamental to a trustworthy organization. Confidential information will be secured and maintained to meet all legal and accrediting body requirements. This includes all Certification Council, certification program, applicant, candidate, and certificant information that is not deemed suitable for public display and as such is easily found in the public domain, such as on a website.
- The certification programs' proprietary and confidential information should be safeguarded by:
 - limiting access to appropriately authorized individuals who have a clear need for certain information as part of the certification process, or as may be required by law
 - accessing only such information an individual is authorized to access—and only within the scope of that individual within their role in the certification program


Breaches in Maintaining Confidential Information

- Any breach in maintaining the certification programs' confidential information or any unauthorized access of such information that compromises its security, confidentiality, or integrity should be immediately reported to the Director of Certification.
- In the event personal information is inadvertently disclosed, the Certification Council will notify those individuals whose information has or may have been compromised.

Appropriately Exchanging Gifts and Entertainment

- Certification Council members do not give or receive inappropriate gifts. As a member of the Certification Council, members are in the unique position of influencing professional stature that has obvious benefits to those seeking to be certified. Accordingly, members agree to refrain from any financial gesture that may affect candidacy for certification in any manner.
- Certification Council members should never offer, give, or receive any money, property, gift, benefit, service, loan, credit, special discount, favor, entertainment, or other items of real or in-kind value greater than \$100 (USD) in any one year from any person or organization that:
 - could be construed as a kickback, bribe, payoff, or violation of any law.
 - could adversely affect the Council's and/or Program's reputation.
- This does not include official business conducted on behalf of the Certification Council.

Preventing Conflicts of Interest

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- Certification Council members shall strive to make objective, prudent decisions and to act with integrity. Members will always put the interests of the certification programs before personal interests or the interests of other organizations when conducting Certification Council business.
- Certification Council members must avoid being influenced by what serves personal interests or those of a third party when those interests are contrary to what is best for the Certification Council. It is important to avoid the appearance of a conflict, as well as an actual conflict. The Certification Council avoids conflicts of interest by ensuring that close personal or business relationships do not interfere with professional judgment. If it is unclear whether a situation may be considered a conflict of interest, it is best to disclose and seek guidance by bringing such matters to the attention of the Director of Certification for resolution.
- Volunteers on the Certification Council and all its subsets can be considered as performing work for hire for SSH certification programs. The work must be conducted in a manner that meets the standards set by SSH Certification and protects the work appropriately. Individuals who are involved in roles at the Certification Council, Subcommittee, Working Group, and Task Force levels shall conduct the business with transparency and due diligence to the confidentiality of the work.
 - Volunteers shall complete annually and submit to SSH staff:
 - Confidentiality Form
 - Disclosure Form
 - Volunteers shall adhere to the Healthcare Simulationist Code of Ethics

SCOPE/APPLICABILITY:

This policy applies to SSH staff and volunteers and other persons whose affiliation with SSH may place them in a position to have direct or indirect access to certification program information.

PROCEDURES TO ENSURE COMPLIANCE:

SSH staff shall be responsible for ensuring that this policy is followed.

- SSH staff shall ensure that annual confidentiality and disclosure forms are collected from all volunteers performing certification program work. This shall be done every January.
- Any suspected violations of confidentiality as described in this policy should be forwarded in writing (email is appropriate) to SSH staff and shall include information to support the investigation of the violation (e.g. description, witnesses, date and time, etc.).

SUPPORTING/REFERENCE DOCUMENTATION:

- Healthcare Simulationist Code of Ethics

RELATED POLICIES & PROCEDURES AND ASSOCIATED FORMS:

- Confidentiality Form
- Disclosure Form

ASSOCIATED NCCA STANDARD(S):

- 2A, 2E

POSTED PUBLICLY: YES