

Administrative Policy Manual

Section:	Legal Ethics	Number:	VI - 30
Title:	Ethical Principles	Date: (O)	1997-10-30
		(Reviewed)	2004-09-30
Issuing Authority:	Board of Trustees	Page:	1 of 2

The Health Care Corporation of St. John's is cognizant of its obligation to patients/clients, staff and the public to act in both a responsible and ethical manner in carrying out its mandate. The Health Care Corporation is guided by four basic principles: autonomy, beneficence, non-maleficence and justice. These principles have been used in the development of the Corporate Values Statement and should be adhered to in the development of all appropriate policies and/or practices with respect to the operation of the Health Care Corporation. These ethical principles are tied to corporate policies/guidelines and other support structures within the Health Care Corporation.

Autonomy

Autonomy is the ethical principle that prompts health care providers to treat clients as individuals capable of making decisions for themselves. These choices include accepting or refusing care that might be of value to them. The principle of autonomy states that:

- each client is respected;
- each client, regardless of age (except as defined in the Health Care Corporation of St. John's Consent Policies) is presumed capable and competent to make choices about his/her care;
- clients who are verified incompetent should be represented by a substitute decision maker who will act on the client's behalf;
- each client is appropriately informed and understands the alternatives, the benefits and harms of the treatment and implications of accepting or rejecting care;
- an individual client may not harm others in trying to satisfy his/her personal values;
- a client cannot expect health care providers to cooperate in a choice or action contrary to the provider's own will or conscience, or in a choice or action prohibited by Corporate policy.

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Section:	Legal/Ethics	Number:	VI – 83
Title:	Rights and Responsibilities for Those Receiving Care	Date: (O)	2003-03-27
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Luisa Jara

Statement:

The Health Care Corporation of St. John's is committed to providing health care that addresses the needs of the whole person, and places clients and their families at the center of our service.

The client has the right to the best care that available resources can provide, to be cared for in a safe environment, and to be treated as an individual with dignity, respect, courtesy, and confidentiality. This means the client, or if appropriate, the substitute decision maker, has the right to:

- discuss and participate in decisions regarding proposed treatment and discharge;
- express concerns regarding any aspect of care, treatment, or service without fear of interference, coercion, or discrimination;
- ask questions and receive information in terms and language that can be understood;
- choose whether or not to participate in teaching activities for students of health care professions;
- choose whether or not to participate in research projects if approached;
- be informed of any financial obligations.

To maximize the benefits of the above rights, the client should be a committed partner with the professionals in the delivery of care. To the limits of his or ability the client has responsibility to:

- respect the rights and privacy of other clients, families, staff, students, and volunteers;
- provide accurate information as requested;
- identify needs and bring concerns to staff;
- ask questions if the information given is unclear;

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Section:	Administration	Number:	III - 60
Title:	Conflict of Interest	Date: (O)	1999-05-31
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Guiding Principles - Conflict of Interest

- 1) All persons internal to the Health Care Corporation of St. John's (Trustees, Managers, Staff Members, Medical Staff and Volunteers) shall avoid acting when there is an actual or potential conflict of interest situation existing;
- 2) Conflict of interest situations exist, or potentially exist, where the individual's judgment, decisions, actions or advice or their loyalty to the Health Care Corporation are likely to be affected adversely or be perceived to be so affected, by an interest external to the benefit of the Health Care Corporation;
- 3) Persons have a responsibility to disclose to a designated "umpire" within the organization, when they believe there is a potential risk that a conflict of interest may exist. This "umpire" shall decide whether such a situation exists and, if necessary, identify the appropriate resolution;
- 4) Persons who knowingly place themselves in a conflict of interest position without seeking approval or who do not adhere to the decision of the designated "umpire" are subject to remedial action;
- 5) Provision for the disposition of conflict of interest matters consistent with the above guidelines shall be dealt with as follows:
 - *respecting Trustees*, in the Governance and Administrative By-laws
 - *respecting Managers*, in the Management Human Resource Policies
 - *respecting Medical Staff*, in the Medical Staff By-laws
 - *respecting all other employees*, in the General Human Resources Policies
 - *respecting Volunteers*, in policies pertaining to volunteers