

NORTH COUNTRY COMMUNITY MENTAL HEALTH ADMINISTRATIVE MANUAL

CHAPTER: Three – Human Resources
POLICY NAME: CODE OF ETHICS
EFFECTIVE DATE: November 1, 2011

PURPOSE

To define the ethical standards for North Country Community Mental Health and its employees.

APPLICATION

North Country Community Mental Health Affiliation and Provider Operations.

POLICY

It is the policy of North Country Community Mental Health that all employees shall conduct consumer care and business operations in an ethical manner consistent with its mission, vision, core values and these ethical standards. Further, NCCMH recognizes and supports the licensing entities and professional ethical codes.

The Code of Ethics will be reviewed with new staff during orientation. Written acknowledgement of the employee's agreement to abide by these ethical standards will be maintained by Human Resources. Ongoing staff training will occur bi-annually. Staff failing to abide by these ethical standards will be subject to disciplinary action up to and including termination of employment.

ETHICAL STANDARDS

1. **The principle of beneficence.** Promote good; do the right thing; enhance welfare.
2. **The principle of non-maleficance.** Do no harm. Do not exploit one's position of power or influence for personal gain or gratification. Do not condone or engage in any dual or multiple relationships in which there is a risk of exploitation of or potential harm to another.
3. **The principle of autonomy.** Focus on the centrality of the individual receiving services. Promote and support consumer rights to choice and self-determination.
4. **The principle of fairness and justice.** Distribute resources equitably. Perpetuate individual and civil and human rights, including rights to privacy, dignity, confidentiality and choice. Confront discrimination and stigma.
5. **The principle of veracity.** Provide accurate and clear information regarding the extent and nature of the services available to consumers. Keep promises and agreements. Maintain personal and professional integrity.
6. **The principle of informed consent.** Provide information about options, risks, and potential consequences of choices regarding treatment, supports and services.
7. **The principle of privacy and confidentiality.** Respect individuals' rights to control information about themselves. Adhere to Policies and Procedures on Rights of Service Recipients and Recipient Rights System of the Michigan Mental Health Code and HIPAA Privacy and Security laws.
8. **The principle of mandatory reporting.** Staff will comply with all mandatory reporting statutes and laws pertinent to client care treatment.
9. **The principle of honesty in billing services.** Individuals are charged only for services actually provided, which are summarized on an itemized list including dates of services. Individuals receive full disclosure regarding the source of reimbursement for their care.
10. **The principle of competence.** Ensure personal and professional competence of staff in accordance with job duties and agency policies and procedures regarding maintaining skills and competencies. Continue to develop skills and knowledge and apply them to work activities.

11. **The principle of consultation.** Seek advice and counsel of colleagues and supervisors whenever such consultation is indicated to ensure that actions being taken are in the best interest of the consumer.

REFERENCE: CARF Behavioral Health Standards Manual
Michigan Mental Health code 330.1722
DCH Administrative Rule R330.7001

REVISED: 5/17/07; 8/20/09; October 10, 2011

BOARD APPROVED: October 20, 2011

Jane Dunaway
NCCMH Board Chair

10/20/2011
Date

Alexis Kaczynski
Director

10/25/2011
Date

**NORTH COUNTRY COMMUNITY MENTAL HEALTH
CODE OF ETHICS
STAFF ACKNOWLEDGMENT**

I, _____, hereby acknowledge that I have received and read the North Country Community Mental Health Code of Ethics Policy and agree to abide by these standards.

Signature

Date