

Healing Touch Ethics Committee Policy

[Revised 05/2011]

1.0 Preamble

Fundamental values for the foundation of the Ethics Committee for HTP are quality, integrity, compassion, collaboration and commitment.

2.0 Mission

The HTP Ethics Committee will be a pro-active resource supporting and promoting the five fundamental values, and the ethical conduct and decisions of HTP professionals, administrators, employees, and clients in the United States and in all countries where HTP is adopted, taught and practiced.

3.0 Vision

The HTP Ethics Committee is available to:

- 3.1 clarify practical applications of the five fundamental values according to the HTP Code of Ethics in all aspects of client care and in management practices that affect client care.
- 3.2 recommend and review clinical, human-resource and business-related ethics policies and procedures that guide professional and administrative responsibilities.
- 3.3 recommend and review policies and procedures related to client rights and responsibilities.
- 3.4. monitor outcomes of Ethics Committee decisions.
- 3.5 provide ethical case consultation when requested, or when issues arising have institutional or organizational ramifications.
- 3.6 review concerns regarding alleged violations of the Code of Ethics and the Statement of Scope of Practice and make related recommendations to the HTP Executive Committee.
- 3.7 support the education of the HTP Community on ethical standards and process and evaluate the impact on policy implementation.

4.0 Reporting and Organizational Relationships

- 4.1 The HTP Ethics Committee is a review Committee as described in the Ethics Procedures Manual.
- 4.2 The HTP Ethics Committee reports via its Chairperson to the CEO of HTP after each quarterly meeting and on an as-needed basis.
- 4.3 When appropriate, the Ethics Committee will work and consult with other HTP administrative departments and committees.

5.0 Appointment of Officers

- 5.1 The Chairperson of the Ethics Committee shall be approved by the CEO of Healing Touch Program.
- 5.2 The Vice-Chair of the Ethics Committee shall be appointed by the Chair and approved by the CEO of HTP.
- 5.3 The Secretary shall be elected by the members of the Ethics Committee.
- 5.4 The HTP CEO is advised of membership appointments by the Chairperson.

6.0 Responsibilities of the Ethics Committee Chairperson

- 6.1 The Chairperson of the Ethics Committee reports to the CEO of HTP.
- 6.2 The Chairperson will be the sole representative of the Committee who has authority to represent the Committee publicly and at the HTP annual instructor meeting.
- 6.3 The Chairperson will have a casting vote at Committee meetings if consensus is not reached and voting on an issue is tied.
- 6.4 The Chairperson's responsibilities include:
 - 6.4.1 selecting new Committee members, which may be done in consultation with the Ethics Committee members;
 - 6.4.2 calling Committee meetings as appropriate;
 - 6.4.3 circulating an Agenda at least three days before each meeting;
 - 6.4.4 chairing Committee meetings;
 - 6.4.5 approving meeting minutes;
 - 6.4.6 writing an Annual Report and submitting it to the Ethics Committee for approval;
 - 6.4.7 submitting the approved Annual Report to the HTP CEO in July of each year;
 - 6.4.8 attending other program and membership meetings as required.
- 6.5 The Vice Chairperson will serve as meeting Chair in the absence of the Chairperson.

7.0 Responsibilities of the Ethics Committee Secretary

The Secretary's responsibilities include:

- 7.1 recording the minutes of each Ethics Committee meetings;
- 7.2 submitting the meeting minutes to the CEO after approval by the Chairperson;
- 7.3 keeping records of the Ethics Committee agendas, minutes and decisions;
- 7.4 providing emailed copies of the Ethics Committee Policy and Procedures document, the HTP Statement of Scope of Practice and Code of Ethics documents and minutes of the previous Ethics Committee meeting to new Committee members prior to their first meeting.

8.0 Committee Membership

- 8.1 The Ethics Committee will have a maximum of seven (7) members and a minimum of five (5) members, including the Chairperson and the Program Director.
- 8.2 Membership should include *at least* one (1) Healing Touch Certified Practitioner and one (1) Healing Touch Certified Instructor, *excluding* the Chairperson and the Program Director.
- 8.3 Where possible, Committee membership will include representation from the USA and at least two (2) other countries in order to represent the greater international membership of HTP.
- 8.4 Members of the HTP staff or outside consultants may be co-opted to assist and advise the Ethics Committee when circumstances indicate their expertise is needed.

9.0 Appointment of New/Replacement Ethics Committee Members

- 9.1 Criteria for selection of new Committee members, in addition to the points in 8.2 and 8.3 above, will include –
- 9.2 evidence of formal education in ethics and/or experience on an institutional/organisational ethics committee; and
- 9.3 submission to the Chairperson of
 - their resume, plus
 - a description of an ethical situation in their professional life and how they dealt with it, including

- a short statement of their personal skills, knowledge and attitudes that would benefit the HTP Ethics Committee.

10.0 Term of Office

- 10.1. The term of office for Ethic Committee members will be four years or as determined by the CEO of HTP.
- 10.2. These terms may be renewed or deadlines altered so not all positions expire at the same time.

11.0 Meeting Frequency and Attendance

- 11.1. A minimum of four meetings per year shall be required for the Ethics Committee.
- 11.2. Additional meetings shall be added as determined by the need for ethics review.
- 11.3. Each member is expected to attend at least two-thirds of scheduled meetings, and if a meeting is missed, to review the meeting minutes in a timely manner with the Chair or Committee Secretary.
- 11.4. A quorum will consist of 50% of the total number of Committee members plus one member.