

# **Healing Touch Ethics Committee Policy**

## **9/08**

### **Preamble**

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

### **Mission**

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

### **Vision**

The HTP Ethics Committee is available to:

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.
2. Recommend and review clinical, human-resource and business-related ethics policies and procedures that guide professional and administrative responsibilities.
3. Recommend and review policies and procedures related to client rights and responsibilities.
4. Monitor outcomes of Ethics Committee decisions.
5. Provide ethical case consultation when requested, or when issues arising have institutional or organizational ramifications.
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.
7. Support the education of the HTP Community on ethical standards and process and evaluate the impact on policy implementation.

### **Reporting and Organization Relationships**

The HTP Ethics Committee reports to the CEO of HTP. It is a review Committee as described in the Ethics Procedures Manual. When appropriate, the Ethics Committee will work and consult with other HTP administrative departments and committees.

### **General**

- 1, The Ethics Committee will do its best to represent the greater international membership among its members, understanding that at this time it is comprised of five members, representing three countries.
2. Members of the HTP staff or outside consultants may be called upon to assist and advise the Ethics Committee when circumstances indicate their expertise is needed.
3. When the need for new Ethic Committee members arise, candidates for membership will be solicited from the international HTP community.

4. Each member is expected to attend two-thirds of scheduled meetings, or to review the meeting minutes in a timely manner with the Chair or Committee Secretary.
5. New members will receive copies of the Ethics Committee Procedures, Policy and the HTP Statement of Scope of Practice and Code of Ethics documents. During their service period, all Ethics Committee members should demonstrate some evidence of continuing ethics education.

### **Officers**

1. The Chairperson of the Ethics Committee shall be appointed by the CEO of Healing Touch Program.
2. The Vice-Chair of the Ethics Committee shall be appointed by the Chair and approved by the CEO of HTP.
3. The Secretary shall record the minutes for Ethics Committee meetings.
4. The Chair will be the sole representative of the Committee who has authority to represent the Committee publicly.

### **Responsibilities of the Ethics Committee Chairperson**

The Chairperson of the Ethics Committee reports to the CEO of HTP. The Vice Chairperson is appointed by the Chairperson and will serve in the absence of the Chairperson. The Chairperson's responsibilities include:

- Committee selection
- Calling Committee meetings as appropriate
- Circulating an Agenda at least three days before each meeting
- Submitting an annual report to the CEO
- Chairing Committee meetings
- Approving meeting minutes
- Attending other program and membership meetings as required
- Representing the Committee publicly.

### **Terms of Office**

The term of office for Ethics Committee members will be two years or determined by the CEO of HTP. These terms may be renewed or deadlines altered so not all positions expire at the same time.

### **Frequency of Meetings**

A minimum of four meetings per year shall be required for the Ethics Committee. Additional meetings shall be added as determined by need of ethics review.