

Code of Conduct for Trustees, Council and Committees

Introduction

This code of conduct sets out expectations for the conduct of FCI members, fellows and others when working for or representing the Faculty. It applies to members of the Trustee Board, Faculty Council and all Faculty committees and working groups, and persons acting in any official capacity on behalf of the Faculty, including employees in their day to day work. Acting in an official capacity includes representing the Faculty at meetings, conferences and events, both business and social.

The code covers all forms of communication including written, verbal, non-verbal, electronic and social media, where the person concerned could be deemed to be representing the Faculty or if there are potential implications for FCI's reputation.

This code should be seen as an adjunct to guidance on conduct provided by PSA regulatory bodies, such as the GMC, NMC, HCPC, GPhC, GDC, Social Work England and its equivalent in other home nations. This includes guidance on good practice in the use of social media, provided by regulatory bodies such as the [NMC's Social Media Guidance](#) and the [GMC's Doctor's Use of Social Media](#) and [HCPC's Communication and Using Social Media](#). It is based on the seven "Nolan principles" of public life, which are reproduced for information as an appendix to this document.

The code does not diminish an individual's duty to act in accordance with their employing organisation's requirements and their contract of employment.

Where individuals fail to follow the code, after full ascertainment of the circumstances, steps may be taken to address their conduct and appropriate sanctions applied.

The Faculty's code of conduct

In order that both the public and the membership of the Faculty of Clinical Informatics may have confidence in the effectiveness and impartiality of those acting on behalf of the Faculty, individuals should:

- be cognisant of the Faculty's Constitution and Charitable Objects, act in accordance with them, and not act in a manner that is at variance with them
- encourage inclusive team working in which everyone's unique contribution is valued and recognised; where every individual is able to contribute effectively to realise their full potential with dignity and respect
- respect any privacy and confidentiality of information including documents received or obtained while performing any duties for the Faculty and not to divulge any such

information to any other person or organisation now and in the future unless authorised to do so, by an Executive Officer or by the Business Manager of the Faculty in writing. Individuals should not use such information for personal advantage

- store or dispose of documents in a safe and secure manner in line with the Data Protection Act and General Data Protection Regulation
- assign the copyright in any document, report, article or publication produced for, or on behalf of the Faculty, to the Faculty
- not act in any way prejudicial to the interests of the Faculty unless so doing is considered to be in the public interest
- avoid placing themselves under obligation to any individual or organisation which might affect their ability to act impartially and objectively on behalf of the Faculty
- serve the Faculty without seeking personal gain or preferment
- avoid bias on grounds of ethnicity, disability, lifestyle, culture, beliefs, gender, sexual orientation or age
- actively serve on the Trustee Board, Council or those of its committees and working parties to which they may be elected or appointed
- declare relevant interests or prior knowledge in the course of Faculty business, in accordance with the Trustee Board’s policy on the declarations of interests, and/or to take steps to avoid such interests or knowledge giving rise to a conflict of interest
- distinguish clearly, when speaking or writing, between personal views and those of the Faculty
- be mindful that even when a distinction is made between personal views and the views of the Faculty this may still become blurred by the recipient and that care should be taken, for example, when commenting on social media platforms
- support the above principles by leadership and example.

[Escalating concerns about conduct](#)

A policy relating to escalating, investigating and addressing concerns is being drafted.

Version Control Information

Title	Faculty of Clinical Informatics Code of Conduct
Author	Business Manager
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Appendix - The Nolan Principles

Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support those principles by leadership and example.