



UBT Faculty of Dentistry Code of Ethics

Each member of UBT Faculty of Dentistry (FD) and UBT University Dental Center (UDC) is expected to read, understand, and comply with the following Code of Ethics. A member of the UBT FD and UBT UDC is defined as anybody who possesses a faculty appointment to the dental school and its students.

UBT Faculty of Dentistry is committed to achieving excellence in:

1. Patient care
2. Education and training of dental and graduate students
3. Continuing education of staff members
4. Research; and
5. Community service.

To further the goal of excellence, all members of the UBT FD and UBT UDC and its students are expected to adhere to this Code of Ethics in their interactions with patients, colleagues, other health professionals, students, other trainees, other staff, and the public. The Code consists of two complementary sections: obligations and ideals. **Obligations** refer to *necessary* behaviors that are required by the ethical foundation of dental practice, teaching, learning, and research. **Ideals** refer to *desirable* behaviors that health care providers at all levels should attempt to acquire because they enhance excellence.

The Code applies to all members of UBT FD and UBT UDC involved in the clinical, teaching, research, and administrative activities of both Institutions. Because of its broad reach, certain portions of the Code will be more directly applicable to some disciplines than to others. For example, the clinical portions apply mainly to dental students. Similarly, those portions pertaining to teaching and research apply to all professionals engaged in teaching and research regardless of discipline or level of training. The portions pertaining to students apply to trainees at all levels. The general portions of the Code that discuss confidentiality, conflicts of interest, interpersonal relations, and the professional ideals apply to all members. When ethics and law appear to be in conflict, one should seek counsel through the UBT FD, one's own professional organizations, or individually. This Code does not replace or supersede the Policies and Procedures of the UBT University.

I. Professional Obligations

1. Responsibility for Patient Care

- Maintain the best interest of the patient as the foremost concern in all circumstances.
- Once you assume care of a patient, your responsibility continues until the problem has resolved or you are assured that your patient is under the care of another physician. When off duty, or on vacation, assure that your patients are adequately cared for by another practitioner.



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- Obtain the patient's informed consent for diagnostic tests or therapies.
 - Follow up on ordered laboratory tests.
 - Complete patient record documentation promptly and conscientiously.
 - Coordinate with your team the timing of information sharing with patients and their families to present a coherent and consistent treatment plan.
 - Charge patients or their insurers fairly and appropriately.
 - Do not abuse alcohol or drugs that could diminish the quality of patient care or academic performance.
 - Do not allow to develop or engage in romantic or sexual relationships with patients. If such a relationship seems to be developing, seek guidance and terminate the professional relationship.
 - Do not abandon a patient. If you are unable or unwilling to continue care, you must assist in referring the patient to another competent practitioner willing to care for the patient.
 - Do not withhold vital or emergent treatment to a patient because of inability to pay.
2. **Respect for Persons**
- Treat patients, colleagues, other health professionals, other staff, students, and teachers with the same degree of respect you would wish them to show you.
 - Treat patients with kindness, gentleness, dignity, compassion, and honesty.
 - Respect the privacy and modesty of patients.
 - Do not use offensive language, either verbally or in writing, when referring to patients or their illnesses.
 - Do not harass others physically, verbally, psychologically, or sexually.
 - Do not discriminate on the basis of sex, religion, race, disability, age, or sexual orientation.
3. **Respect for Patient Confidentiality**
- Do not share the dental or personal details of a patient's history, diagnostic or therapeutic regimen, or prognosis with anyone, except those health care professional's integrals to the well-being of the patient or within the context of an educational endeavor, at which time the patient's identity must not be disclosed.
 - Do not discuss patients or their illnesses in public places where the conversation may be overheard.
 - Do not publicly identify individual patients, in words or in writing, without adequate justification and the patients' authorization.
 - Do not invite or permit unauthorized persons into patient care areas of the institution.
 - Do not share your confidential clinic passwords with unauthorized persons.
 - Do not look up confidential data on patients without a professional need to know.
 - Do not photograph or videotape a patient without the patient's written authorization.
4. **Honesty, Integrity**
- Be truthful in verbal and in written communications.
 - Acknowledge your errors of omission and commission to colleagues and patients.



- Clinical decision-making must not be influenced by personal, institutional, or financial considerations, at the expense of the delivery of dental care of the highest feasible quality.
 - Do not knowingly mislead others.
 - Do not cheat, plagiarize, or otherwise act dishonestly.
 - Do not abuse privileges, e.g., charge personal expenses to the dental school.
5. **Awareness of Limitations, Professional Growth**
- Be aware of your personal limitations and deficiencies in knowledge and abilities.
 - Know when and whom to ask for supervision, assistance, or consultation.
 - Know when and for whom to provide appropriate supervision.
 - Students and other trainees should have all patient workups and orders countersigned by the appropriate supervision.
 - Avoid patient involvement when you are ill, distraught, or overcome with personal problems.
 - Do not engage in unsupervised involvement in areas or situations where you are not adequately trained.
6. **Act as a Professional**
- Clearly identify yourself and your professional level to patients and staff. Wear your nametag when in patient areas.
 - Dress in a neat, clean, professionally appropriate manner.
 - Maintain a professional composure despite the stresses of fatigue, professional pressures, or personal problems.
 - Do not introduce dental students as: "Doctor" or allow yourself as a dental student to be introduced as: "Doctor".
 - Do not write offensive or judgmental comments in patients' charts.
 - Do not criticize the dental decisions of colleagues in the presence of patients or in inappropriate places.
 - Avoid the use of first names without permission when addressing adult patients.
7. **Avoiding Conflicts of Interest**
- Maintain the best interests of the patient when making all clinical decisions.
 - Do not accept non-educational gifts of value from drug companies or dental equipment vendors or suppliers.
 - Do not participate in individual incentive programs sponsored by drug and/or instrument companies.
 - Do not refer patients to laboratories or other agencies in which you have a direct personal financial stake.
 - Do not accept a kickback for any patient referral.
8. **Responsibility for Peer Behavior**
- Take the initiative to identify and help rehabilitate impaired students, physicians, nurses, and other employees with the assistance of all of the appropriate resources made available by the UBT FD, UBT UDC and UBT University.
 - Report serious breaches of the Code of Ethics to the appropriate person.
 - Indicate disapproval or seek appropriate intervention if you observe less serious breaches.
9. **Respect for Personal Ethics**



- You are not required to perform procedures (e.g., elective abortions, termination of dental treatment) that you, personally, believe are unethical, illegal, or may be detrimental to patients.
- You have an obligation, however, to inform patients and their families of all available treatment options that are consistent with acceptable standards of dental care.

10. Respect for Property and Laws

- Adhere to the regulations and policies of UBT FD, UBT UDC and UBT University and its component institutions.
- Adhere to all applicable local, and state laws and regulations.
- Do not misappropriate, destroy, damage, or misuse property of UBT FD, UBT UDC and UBT University or its affiliated institutions.

11. Integrity in Research

- Adhere to the institutional regulations that govern research using human subjects and animals.
- Do not engage in research that knowingly and unnecessarily jeopardizes the health, safety, or longevity of human subjects.
- Report research results honestly in scientific and scholarly presentations and publications.
- When publishing and presenting reports, give proper credit and responsibility to colleagues and others who participated in the research.
- Co-authorship should not be assigned to individuals who do not meaningfully participate in the project.
- Report research findings to the public and press honestly and without exaggeration.
- Avoid potential conflicts of interest in research.
- Disclose funding sources, company ownership, and other potential conflicts of interest in written and spoken research presentations.

II. Professional Ideals

1. Clinical Virtues

- Attempt to cultivate and practice accepted clinical virtues, such as caring, empathy, compassion, fidelity, fortitude, justice, integrity, and self-effacement.

2. Conscientiousness

- Fulfill your responsibilities thoroughly.
- Notify the responsible supervisor if something interferes with your ability to perform clinical tasks effectively.
- Learn from experience and grow from the knowledge gained from making errors and recognizing them to avoid repeating them.
- Dedicate yourself to lifelong learning and self-improvement by implementing a personal program of continuing education and continuous quality improvement.
- Students and trainees should complete all assignments accurately, thoroughly, legibly, and in a timely manner.
- Students and trainees should attend scheduled classes, laboratories, seminars, and conferences except for justified absences.

3. Collegiality

- Cooperate with other members of the health care team in clinical activities and with other members of the research team in research activities.



- Teach others at all levels of education and training.
- Be generous with your time to answer questions from trainees, patients, and patients' family members.
- Shoulder a fair share of the institutional administrative burden.
- Adopt a spirit of volunteerism and altruism in teaching and patient care tasks.
- Use communal resources (equipment, supplies, and funds) responsibly and equitably.

4. **Personal Health**

- To the extent possible in the present context of your personal and professional life, develop a lifestyle of dietary habits, recreation, disease prevention, exercise, and outside interests to optimize physical and emotional health and enhance professional performance.

5. **Objectivity**

- Avoid providing professional care to members of your family or to persons with whom you have a romantic relationship.

6. **Responsibility to Society**

- Avoid unnecessary patient or societal health care monetary expenditures.
- Never limit indicated individual patient care in any way to conserve monetary expenditures.
- Provide services to all patients regardless of their ability to pay.
- Within the limits of your personal competence and preferences, speak out on all social or public health issues to which dental knowledge is relevant.

Protocol for Reporting Suspected Violations of the Code of Ethics

The protocol described below is to be available to any student, staff, UBT FD, or UBT UDC employee who believes that he/she witnessed or has been subject to a violation of the Code of Ethics. It should be regarded as an informal mechanism for resolving conflicts prior to initiating any formal disciplinary action. Such informal action shall not be construed to be a part of the disciplinary procedure contained in any University agreements or contracts with any parties. In no way does it replace any of the Policies or Procedures of UBT University, UBT FD, UBT UDC or any current agreements or contracts.

1. Each member of the UBT FD Community or UBT UDC who observes or is the object of a violation of the Code of Ethics, is advised to discuss the incident with the perpetrator, unless the member feels that this confrontation may result in personal harm and/or retribution.
2. If the issue has not been resolved by direct discussion, or if the observer is unable to confront the perpetrator, the appropriate supervisor, department chair, and/or dean should be notified. In addition, all are encouraged to submit a "Professionalism Note" at the UBT Ethics Committee ideally signed though they may be submitted anonymously.
3. If an illegal act has been observed, the observer is required to request the perpetrator to report this act to the appropriate committee and/or authority, unless the observer feels that this confrontation may result in personal harm and/or retribution. In that case, the observer is required to report the incident to the appropriate committee and/or authority.



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4. If the observer or the object of the unethical behavior is afraid, does not know to whom to report the incident, or feels that the issue has not been resolved satisfactorily by the above measures, the UBT University Employee Assistance Program, the UBT Faculty of Dentistry Compliance Office can be consulted in confidential manner.

Protocol for Amending Code of Ethics

Proposals to amend the Code of Ethics may be initiated by the Ethics Sub-Committee of the Academic Council of UBT FD or by petition of at least ten members of the Council. Such proposals must be made and read at two regular meetings of the Council, with a vote taken only after the second meeting. Amendments require an affirmative vote of two-thirds of the Council membership.

Resources for Addressing Suspected Violations of the Code of Ethics

The UBT Ethics Commission

The UBT Ethics Commission mission is to provide a comprehensive worksite-based support to faculty and staff in the prevention, early intervention, and resolution of violation of Code of Ethics.

Specifically, the tasks of the Ethics Commission are:

1. To receive initiatives and give proposals for amendments to the Code of Ethics.
2. To discuss reported violations of the Code of Ethics and propose further proceedings concerning the violations.
3. To compile annual reports for the UBT Academic Council.
4. To adjudicate complaints to the decisions of Faculty Sub-Commission(s).

UBT Faculty of Dentistry Compliance Office

The UBT Faculty of Dentistry Compliance Office is intended to define the standards of conduct expected of UBT FD and UBT UDC personnel, to provide guidance on how to resolve questions regarding legal and ethical issues, and to establish a mechanism for reporting of possible violations of law or ethical principles within the UBT FD and UBT UDC. The guidelines contained in the Code are designed to assist UBT FD and UBT UDC representatives in making the right choices when confronted with difficult situations.

The Code imposes requirements that are often more exacting than those mandated by law, reflecting the UBT FD and UBT UDC goal of conducting oneself with the highest level of integrity. The willingness of each UBT FD and UBT UDC representative to raise ethical issues and legal concerns is essential. Ultimately, the responsibility for ethical behavior rests with each person's exercise of independent judgment. UBT FD and UBT UDC personnel must report suspected violations. As a matter of policy, no UBT FD and UBT UDC personnel will be disciplined or subjected to retaliatory action because he or she made a report in good faith. Where possible, the confidentiality of the UBT FD and UBT UDC personnel making the report will be protected.