

South Carolina Association of Personal Care Providers Code of Ethics

Preamble

The SCAPCP Board of Directors adopted the Code of Ethics in August 2006 to inform the general public and members about acceptable guidelines for ethical conduct for home care providers and their personnel thus promoting and maintaining the highest ethical standards and integrity. The guideline areas include client rights and responsibilities, relationships with providers and outside organizations, responsibility to SCAPCP, fiscal responsibility, marketing and public relationships, and personnel. Finally, the Code of Ethics serves as notice to government officials that SCAPCP expects its members to abide by all applicable laws and regulations as well as the Code of Ethics. Failure of provider members to comply could mean expulsion from the association.

Client Rights and Responsibilities

All members and their personnel pledge to protect and preserve the rights of clients and to deal with them in a fair, honest, and ethical manner while maintaining confidentiality. A Client Bill of Rights shall be adopted by each member and given to the client upon admission and their personnel upon hire. Observance of such rights and responsibilities will contribute to more effective quality care and greater satisfaction for all involved.

Relationships with Providers and Outside Organizations

Members shall honestly and conscientiously work together with other organizations, government agencies, and providers to assure services are delivered in a professional manner to clients and their families. Members shall engage in ethical conduct of their affairs to ensure no unfair marketing or business practices occur. Members shall participate in public dialogue and advocate solutions with organizations to improve the health status of the community and promote quality care.

Responsibility to SCAPCP

Members shall promptly pay all dues owed for membership and contribute time and talent to foster the growth of a dynamic, progressive association from which all members can grow professionally. All members shall abide by the by-laws and policies adopted by SCAPCP, which were created to assure our statement of purpose. The Ethics Committee and the Board of Directors shall review any ethical complaints against members.

Fiscal Responsibilities

All members shall bill services consistent with the amount and type of care provided and compliant with program regulations. The costs include only legitimate expenses and reasonable earnings. The member shall not receive or pay kickbacks or payoffs. All pay scales must be consistent with the area and discipline.

Marketing and Public Relations

Members will be truthful in all forms of professional or provider communication and avoid giving false, inflammatory, or misleading information. Oral and written statements will fairly represent the services, benefits, cost, and provider capabilities. These should include a general description of personal care and services as well as provider specific information.

Personnel

All members shall be equal opportunity employers and comply with all applicable laws, regulations, and rules including but not limited to criminal background checks, maintaining worker's compensation insurance, maintaining professional liability insurance and applicable tax filing and reporting. All members should maintain competent and proficient employees through the promotion of background screenings, professional development, continued educational opportunities, performance evaluations, competency testing and ongoing monitoring. Members shall utilize employees at their level of competency. Members shall have written personnel policies available and uniformly apply them to employees.