



Code of Conduct

(for faculty members)

VF2, 2018

Central Park Medical College,

Lahore, Pakistan

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Code of Conduct

Central Park Medical College is committed to providing all of its faculty members and staff a welcoming environment conducive to optimal education, clinical care and research and the maintenance of the highest levels of ethical and professional standards. The college is devoted to promoting and maintaining the highest standards of behaviour in its students, faculty members and all other supporting staff in order to provide a healthy and safe learning environment and to better serve society. The college values integrity, honesty, fairness and respect for the rights of others and strives to integrate these into its teaching, research, clinical and other activities.

The purpose of this Code of Conduct is to enhance the conduct of the members of the teaching faculty in their interactions with each other, with students, with other institutional staff and with persons external to the college with whom they come into contact, whether in the classroom or in work related settings (such as clinics, operating theatres, rotations, fieldwork). The code only serves as a guide and does not provide an exhaustive account of the manner in which faculty members must conduct themselves. The code also does not replace the need of an individual's responsibility to use common sense, sound judgment and personal integrity in their interactions with others. Faculty members also need to read and familiarize themselves with the college code of conduct for students.

General Standards

All members of the faculty are expected to observe the following general standards:

- Pursue excellence in their acquisition of knowledge and skills in their specialty.
- Maintain high standards of behaviour.
- Uphold relevant ethical standards of the medical profession as outlined in the Pakistan Medical and Dental Council's (PMDC) Code of Ethics.
- Comply with the regulations, and policies of the University of Health Sciences (UHS), and other relevant regulatory or accrediting bodies
- Behave with honesty, integrity and fairness towards all with whom they come into contact, whatever the context.
- Work within the limits of their competence and seek advice when necessary.
- Recognize the importance of continuous self-assessment and of continuing education.
- Maintain accurate records for evaluation and audit.
- Be respectful of the cultural and religious beliefs of others.
- Communicate clearly and appropriately.
- Be reliable, timely and responsive with respect to assigned responsibilities.
- Not exploit the official position for personal benefit, gain, or gratification.
- Respect confidentiality of any information related to college.
- Establish appropriate boundaries in relationships with colleagues and other people.
- Disclose and avoid potential conflicts of interest.

- Refrain from inappropriate behaviour including harassment, sexual harassment and discrimination.
- Act in good faith and with reasonable grounds when reporting breaches of the code.
- Refrain from taking part in any political activity at the college.

Dressing standards

Faculty members are expected to dress in an appropriate manner that conforms to the college etiquette and decorum as well as the socio-cultural norms of the society and take pride in their appearance. Proper grooming and attire of teachers have a positive impact on the academic environment. Generally, neat business wear (dress shirts and trousers for male faculty members) is acceptable but casual wear is not appropriate. *Shalwar kameez / kurta* may only be worn on Fridays. Teachers are expected to wear white lab coats while conducting practical classes and teaching in the hospital wards.

Teaching Standards

In addition to the general standards, the members of the teaching faculty are also expected to observe the following standards in their dealings with students.

- Commit to excellence as a teacher.
- Serve as a positive, ethical and professional role model.
- Respect the educational goals and policies of the college, UHS and PMDC.
- **Medium of instruction in the college is English.** All teachers must conduct classes in the English language.

- Be open to constructive criticism by students and adapt to their reasonable educational needs.
- Be well prepared and knowledgeable in the subject matter.
- Provide fair evaluations and assessments.
- Conduct students in a manner that they adhere to the college code of conduct.
- Participate in professional development activities in order to maintain pedagogic competence.
- Not engage in academic or research misconduct including misrepresentation, lying, fraud or plagiarism.

Reporting violations

The faculty members have a responsibility to report in good faith and with reasonable cause actions that they believe constitute violations of the college codes or other relevant policies and laws. The college is committed to protecting such faculty members and will take all reasonable steps to protect their position, reputation and privacy and confidentiality. They shall be not subject to reprisals or retaliation.

Disciplinary Measures

Any incident of potential serious violation of the college codes of conduct (for faculty members or students) needs to be reported through proper channel to the Dean. A violation may lead to the imposition of disciplinary measures in accordance with institutional regulations. Additional disciplinary action may be taken by the relevant professional body to which the member belongs.