Policy Title: Compliance and Ethical Conduct

Policy Number: EC.00.05.171003

Applies to: Administration, Faculty, Staff in Departments of the College of Medicine

Date: 10/3/2017

**Purpose:** The Office of Compliance reflects a commitment to Elson S. Floyd College of Medicine (ESFCOM) to hold ourselves accountable to the highest standards of ethical and lawful conduct, in the context of professional duties. It exists to minimize any potential for omission in fulfilling ESFCOM policies, regulatory requirements, or accreditation standards within ESFCOM, and to assure upon notice of unethical or unlawful conduct that matters are handled and resolved appropriately including reports to the appropriate persons.

1.0 **Policy Statement:**
   It is the Elson S. Floyd College of Medicine policy to promote and ensure adherence to and fulfillment of all regulations, policies, and accreditation standards while providing a mechanism for preventing, reporting and resolving any breaches.

2.0 **Definitions**
   *Compliance:* the action or fact of complying with relevant regulations, statutes, standards and codes of conduct

   *Ethical Conduct:* pertaining to morals or the principles of morality; being in accordance with the rules or standards for right practice, especially the standards of a profession.

   *LCME:* Liaison Committee for Medical Education, a standard setting body of the Association of Medical Colleges and the American Medical Association for the accreditation of medical education programs leading to the MD degree

   *AND:* The Academy of Nutrition and Dietetics the national professional organization for Nutrition and Dietetics

   *ACEND:* Accreditation Council for Education in Nutrition and Dietetics, the accrediting body for the national organization, AND.

   *ASHA:* American Speech-Language-Hearing Association, a national professional, scientific and credentialing association for speech –language pathologists and audiologists.
3.0 Responsibilities
Compliance Officer
Vice Deans
Department Chairs

4.0 Procedures
The Compliance Officer is the first point of contact and is responsible for ensuring that compliance related activities are being performed, other than matters of research for which compliance oversight and procedure is the purview of the appropriate WSU authorities. Contact may be through an appointment with the Officer, email or phone.

The ESFCOM Office of Compliance:
• liaises with the WSU Attorney General’s legal team,
• monitors all policies that require archiving of forms or other services delineating the Office of Compliance as the responsible party,
• collaborates with the Chairs of all Departments and with Leads for LCME Standards 1-12, using the services of the office to determine and address areas of risk related to compliance with accreditations,
• monitors changes in accreditation standards relevant to the College,
• creates and promotes a culture of empowerment for all involved parties to prevent, detect, respond to, report and resolve conduct that does not conform to ethical standards, professionalism, and code of conduct,
• addresses the need for corrective actions internally and externally with the highest level of integrity. Maintains documentation of complaints, actions taken, and resolutions of concerns,
• educates audiences within the College on scope, procedure, and services of the Office.

5.0 Related Policies
WSU Conduct Code  https://conduct.wsu.edu/Title 504 Chapter 26
WSU Ethics, Conflict of Interest and Technology Transfer Policy
WSU Responding to Allegations of Research Misconduct Policy
NEP Bachelor of Science Handbook Revised 2017, p. 9-13
NEP Master of Science Coordinated Program in Dietetics, Nutrition, and Exercise Physiology, Student Handbook Revised 2017, p. 25-26
WSU EP#33 – Responding to Allegations of Research Misconduct
6.0 Key Search Words
Compliance, ethical, code of conduct,

7.0 Revision History

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**Responsible Office:** Office of Compliance

**Policy Contact:** Compliance Officer

**Supersedes:** NA