

LEADERSHIP			
I take courageous, consistent and appropriate actions to overcome barriers to achieving my organization's mission.	Always <input type="checkbox"/> Almost Never <input type="checkbox"/>	Usually <input type="checkbox"/> Never <input type="checkbox"/>	Occasionally <input type="checkbox"/> N/A <input type="checkbox"/>
I place community, organization and patient benefit over my personal gain.	Always <input type="checkbox"/> Almost Never <input type="checkbox"/>	Usually <input type="checkbox"/> Never <input type="checkbox"/>	Occasionally <input type="checkbox"/> N/A <input type="checkbox"/>
I strive to be a role model for ethical behavior.	Always <input type="checkbox"/> Almost Never <input type="checkbox"/>	Usually <input type="checkbox"/> Never <input type="checkbox"/>	Occasionally <input type="checkbox"/> N/A <input type="checkbox"/>
I advocate for ethical decision-making by the board, management team, medical staff and my work teams.	Always <input type="checkbox"/> Almost Never <input type="checkbox"/>	Usually <input type="checkbox"/> Never <input type="checkbox"/>	Occasionally <input type="checkbox"/> N/A <input type="checkbox"/>
I fulfill the promises I make.	Always <input type="checkbox"/> Almost Never <input type="checkbox"/>	Usually <input type="checkbox"/> Never <input type="checkbox"/>	Occasionally <input type="checkbox"/> N/A <input type="checkbox"/>
I thoughtfully consider decisions when making a promise on behalf of the organization to a person or a group of people.	Always <input type="checkbox"/> Almost Never <input type="checkbox"/>	Usually <input type="checkbox"/> Never <input type="checkbox"/>	Occasionally <input type="checkbox"/> N/A <input type="checkbox"/>
I openly support establishing and monitoring internal mechanisms (e.g., an ethics committee or program) to support ethical decision making.	Always <input type="checkbox"/> Almost Never <input type="checkbox"/>	Usually <input type="checkbox"/> Never <input type="checkbox"/>	Occasionally <input type="checkbox"/> N/A <input type="checkbox"/>
My personal expense reports are accurate and are only billed to a single organization.	Always <input type="checkbox"/> Almost Never <input type="checkbox"/>	Usually <input type="checkbox"/> Never <input type="checkbox"/>	Occasionally <input type="checkbox"/> N/A <input type="checkbox"/>
I make timely decisions rather than delaying them to avoid difficult or politically risky choices.	Always <input type="checkbox"/> Almost Never <input type="checkbox"/>	Usually <input type="checkbox"/> Never <input type="checkbox"/>	Occasionally <input type="checkbox"/> N/A <input type="checkbox"/>
I demonstrate my organization's vision, mission and value statements in my <u>all</u> actions.	Always <input type="checkbox"/> Almost Never <input type="checkbox"/>	Usually <input type="checkbox"/> Never <input type="checkbox"/>	Occasionally <input type="checkbox"/> N/A <input type="checkbox"/>
I demonstrate respect for my colleagues, superiors and staff.	Always <input type="checkbox"/> Almost Never <input type="checkbox"/>	Usually <input type="checkbox"/> Never <input type="checkbox"/>	Occasionally <input type="checkbox"/> N/A <input type="checkbox"/>
When an ethical conflict confronts my organization or me, I am successful in finding an effective resolution process and ensure it is followed.	Always <input type="checkbox"/> Almost Never <input type="checkbox"/>	Usually <input type="checkbox"/> Never <input type="checkbox"/>	Occasionally <input type="checkbox"/> N/A <input type="checkbox"/>
I use my authority solely to fulfill my responsibilities, and not for self-interest or to further the interests of family, friends or associates.	Always <input type="checkbox"/> Almost Never <input type="checkbox"/>	Usually <input type="checkbox"/> Never <input type="checkbox"/>	Occasionally <input type="checkbox"/> N/A <input type="checkbox"/>

My statements and actions are honest, even when circumstances would allow me to confuse the issues.	Always <input type="checkbox"/>	Usually <input type="checkbox"/>	Occasionally <input type="checkbox"/>
	Almost Never <input type="checkbox"/>	Never <input type="checkbox"/>	N/A <input type="checkbox"/>
I initiate and encourage discussion of the ethical aspects of management/financial issues.	Always <input type="checkbox"/>	Usually <input type="checkbox"/>	Occasionally <input type="checkbox"/>
	Almost Never <input type="checkbox"/>	Never <input type="checkbox"/>	N/A <input type="checkbox"/>
I use an ethical approach to conflict resolution which encompasses sensitivity to cultural diversities.	Always <input type="checkbox"/>	Usually <input type="checkbox"/>	Occasionally <input type="checkbox"/>
	Almost Never <input type="checkbox"/>	Never <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>RELATIONSHIPS: Colleagues and Staff</b>			
I foster discussions about ethical concerns when they arise.	Always <input type="checkbox"/>	Usually <input type="checkbox"/>	Occasionally <input type="checkbox"/>
	Almost Never <input type="checkbox"/>	Never <input type="checkbox"/>	N/A <input type="checkbox"/>
I expect and hold staff accountable for adherence to our organization's ethical standards (e.g., performance reviews).	Always <input type="checkbox"/>	Usually <input type="checkbox"/>	Occasionally <input type="checkbox"/>
	Almost Never <input type="checkbox"/>	Never <input type="checkbox"/>	N/A <input type="checkbox"/>
I demonstrate through personal actions and organizational policies zero tolerance for any form of staff harassment.	Always <input type="checkbox"/>	Usually <input type="checkbox"/>	Occasionally <input type="checkbox"/>
	Almost Never <input type="checkbox"/>	Never <input type="checkbox"/>	N/A <input type="checkbox"/>
I encourage discussions about and advocate for the implementation of the organization's code of ethics and value statements.	Always <input type="checkbox"/>	Usually <input type="checkbox"/>	Occasionally <input type="checkbox"/>
	Almost Never <input type="checkbox"/>	Never <input type="checkbox"/>	N/A <input type="checkbox"/>
I am respectful of views different from mine.	Always <input type="checkbox"/>	Usually <input type="checkbox"/>	Occasionally <input type="checkbox"/>
	Almost Never <input type="checkbox"/>	Never <input type="checkbox"/>	N/A <input type="checkbox"/>
I am respectful of individuals who differ from me in ethnicity, gender, education or job position.	Always <input type="checkbox"/>	Usually <input type="checkbox"/>	Occasionally <input type="checkbox"/>
	Almost Never <input type="checkbox"/>	Never <input type="checkbox"/>	N/A <input type="checkbox"/>
I demonstrate that incompetent job performance is not tolerated and make timely decisions regarding marginally performing employees.	Always <input type="checkbox"/>	Usually <input type="checkbox"/>	Occasionally <input type="checkbox"/>
	Almost Never <input type="checkbox"/>	Never <input type="checkbox"/>	N/A <input type="checkbox"/>
I am sensitive to employees who have ethical concerns and facilitate resolution of these concerns.	Always <input type="checkbox"/>	Usually <input type="checkbox"/>	Occasionally <input type="checkbox"/>
	Almost Never <input type="checkbox"/>	Never <input type="checkbox"/>	N/A <input type="checkbox"/>
I convey negative news promptly and openly, not allowing employees or others to be misled.	Always <input type="checkbox"/>	Usually <input type="checkbox"/>	Occasionally <input type="checkbox"/>
	Almost Never <input type="checkbox"/>	Never <input type="checkbox"/>	N/A <input type="checkbox"/>
I encourage the use of organizational mechanisms (e.g., an ethics committee or program) and other ethics resources to address ethical issues.	Always <input type="checkbox"/>	Usually <input type="checkbox"/>	Occasionally <input type="checkbox"/>
	Almost Never <input type="checkbox"/>	Never <input type="checkbox"/>	N/A <input type="checkbox"/>

I act quickly and decisively when employees are not treated fairly in their relationships with other employees.	Always <input type="checkbox"/>	Usually <input type="checkbox"/>	Occasionally <input type="checkbox"/>
	Almost Never <input type="checkbox"/>	Never <input type="checkbox"/>	N/A <input type="checkbox"/>
I assign staff only to official duties and do not ask them to assist me with work on behalf of my family, friends or associates.	Always <input type="checkbox"/>	Usually <input type="checkbox"/>	Occasionally <input type="checkbox"/>
	Almost Never <input type="checkbox"/>	Never <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>RELATIONSHIPS: Clinicians</b>			
When problems arise with clinical care, to the extent of my involvement/authority, I ensure that the problems receive prompt attention and resolution by the responsible parties.	Always <input type="checkbox"/>	Usually <input type="checkbox"/>	Occasionally <input type="checkbox"/>
	Almost Never <input type="checkbox"/>	Never <input type="checkbox"/>	N/A <input type="checkbox"/>
When practice variations in care suggest quality of care is at stake, I encourage timely actions that serve patients' interests to the extent of my authority.	Always <input type="checkbox"/>	Usually <input type="checkbox"/>	Occasionally <input type="checkbox"/>
	Almost Never <input type="checkbox"/>	Never <input type="checkbox"/>	N/A <input type="checkbox"/>
I expeditiously and forthrightly deal with impaired clinicians, and to the extent of my authority, I take necessary action when I believe a clinician is not competent to perform his/her clinical duties.	Always <input type="checkbox"/>	Usually <input type="checkbox"/>	Occasionally <input type="checkbox"/>
	Almost Never <input type="checkbox"/>	Never <input type="checkbox"/>	N/A <input type="checkbox"/>
I expect, and to the extent of my authority, hold clinicians accountable for adhering to their professional and the organization's ethical practices.	Always <input type="checkbox"/>	Usually <input type="checkbox"/>	Occasionally <input type="checkbox"/>
	Almost Never <input type="checkbox"/>	Never <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>RELATIONSHIPS: External Business Partners (buyers, suppliers and payors)</b>			
I negotiate and expect my team to negotiate in good faith.	Always <input type="checkbox"/>	Usually <input type="checkbox"/>	Occasionally <input type="checkbox"/>
	Almost Never <input type="checkbox"/>	Never <input type="checkbox"/>	N/A <input type="checkbox"/>
I am mindful of the importance of avoiding even the appearance of wrongdoing, conflict of interest, or interference with free competition.	Always <input type="checkbox"/>	Usually <input type="checkbox"/>	Occasionally <input type="checkbox"/>
	Almost Never <input type="checkbox"/>	Never <input type="checkbox"/>	N/A <input type="checkbox"/>
I personally disclose, and expect board members, employees and clinicians to disclose, any possible conflicts of interests before pursuing or entering into relationships with potential business partners.	Always <input type="checkbox"/>	Usually <input type="checkbox"/>	Occasionally <input type="checkbox"/>
	Almost Never <input type="checkbox"/>	Never <input type="checkbox"/>	N/A <input type="checkbox"/>
I promote familiarity and compliance with organizational policies governing relationships with buyers, payors, and suppliers.	Always <input type="checkbox"/>	Usually <input type="checkbox"/>	Occasionally <input type="checkbox"/>
	Almost Never <input type="checkbox"/>	Never <input type="checkbox"/>	N/A <input type="checkbox"/>
I set an example for others in my organization by not accepting personal gifts from suppliers.	Always <input type="checkbox"/>	Usually <input type="checkbox"/>	Occasionally <input type="checkbox"/>
	Almost Never <input type="checkbox"/>	Never <input type="checkbox"/>	N/A <input type="checkbox"/>

NAMSS CODE OF CONDUCT			
I provide appropriate quality credentialing support when requested by a peer or superior.	Always <input type="checkbox"/> Almost Never <input type="checkbox"/>	Usually <input type="checkbox"/> Never <input type="checkbox"/>	Occasionally <input type="checkbox"/>
I provide for patient safety and services unrestricted by the concerns of personal attributes and without discrimination on the basis of gender, sexual orientation, race, creed, religion, national origin or socioeconomic status.	Always <input type="checkbox"/> Almost Never <input type="checkbox"/>	Usually <input type="checkbox"/> Never <input type="checkbox"/>	Occasionally <input type="checkbox"/>
I use technology consistent with the purposes for which it was designed, and employee procedures and techniques appropriately for credentialing best practices.	Always <input type="checkbox"/> Almost Never <input type="checkbox"/>	Usually <input type="checkbox"/> Never <input type="checkbox"/>	Occasionally <input type="checkbox"/>
I assess situations; exercise care, discretion and judgment; assume responsibility for professional decisions; and act in the best interest of patients, my employer and the public.	Always <input type="checkbox"/> Almost Never <input type="checkbox"/>	Usually <input type="checkbox"/> Never <input type="checkbox"/>	Occasionally <input type="checkbox"/>
I demonstrate expertise by protecting the safety of patients and other members of the healthcare team through credentialing processes that meet industry standards and understanding of regulatory requirements.	Always <input type="checkbox"/> Almost Never <input type="checkbox"/>	Usually <input type="checkbox"/> Never <input type="checkbox"/>	Occasionally <input type="checkbox"/>
I practices ethical conduct appropriate to the profession and protect the patient's right for quality healthcare.	Always <input type="checkbox"/> Almost Never <input type="checkbox"/>	Usually <input type="checkbox"/> Never <input type="checkbox"/>	Occasionally <input type="checkbox"/>
I respect and preserve confidence entrusted in the course of professional practice and reveal confidential information only as needed and in accordance with any applicable laws.	Always <input type="checkbox"/> Almost Never <input type="checkbox"/>	Usually <input type="checkbox"/> Never <input type="checkbox"/>	Occasionally <input type="checkbox"/>
I encourage innovation even when maintaining the status quo would be an easier choice.	Always <input type="checkbox"/> Almost Never <input type="checkbox"/>	Usually <input type="checkbox"/> Never <input type="checkbox"/>	Occasionally <input type="checkbox"/>
I submit complete and accurate information to maintain my continuing education requirements.	Always <input type="checkbox"/> Almost Never <input type="checkbox"/>	Usually <input type="checkbox"/> Never <input type="checkbox"/>	Occasionally <input type="checkbox"/>
I claim only those relevant professional credentials actually possessed and correct any inaccuracies occurring regarding my credentials.	Always <input type="checkbox"/> Almost Never <input type="checkbox"/>	Usually <input type="checkbox"/> Never <input type="checkbox"/>	Occasionally <input type="checkbox"/>
I advocate for the Medical Service Profession in all settings and participate in activities that promote and explain the mission, values, and principles of this profession to the public.	Always <input type="checkbox"/> Almost Never <input type="checkbox"/>	Usually <input type="checkbox"/> Never <input type="checkbox"/>	Occasionally <input type="checkbox"/>
I continually strive to improve my knowledge, skills and productivity by participating in continuing education and professional development activities, and sharing my knowledge with colleagues.	Always <input type="checkbox"/> Almost Never <input type="checkbox"/>	Usually <input type="checkbox"/> Never <input type="checkbox"/>	Occasionally <input type="checkbox"/>

## Professional Ethics Self-Assessment Tool

I take precautions to ensure and maintain the privacy and security of information transmitted, transferred, or disposed.	Always <input type="checkbox"/>	Usually <input type="checkbox"/>	Occasionally <input type="checkbox"/>
I take responsibility and credit, including authorship credit, only for work I actually developed or performed, or to which I contributed.	Always <input type="checkbox"/>	Usually <input type="checkbox"/>	Occasionally <input type="checkbox"/>
I speak of, and on behalf of, my employer and those organizations to which I am affiliated (NAMSS) with appropriate respect and accurately represent their official positions on issues.	Always <input type="checkbox"/>	Usually <input type="checkbox"/>	Occasionally <input type="checkbox"/>
I make clear distinctions between statements I make or actions I take as a private individual and as a representative of my employer and/or affiliated organizations.	Always <input type="checkbox"/>	Usually <input type="checkbox"/>	Occasionally <input type="checkbox"/>
I seek the advice of the NAMSS Ethics Committee if there is a serious ethical challenge facing me or when making ethically challenging decisions.	Always <input type="checkbox"/>	Usually <input type="checkbox"/>	Occasionally <input type="checkbox"/>
My statements and actions are consistent with professional and ethical standards, including the NAMSS code of professional conduct.	Always <input type="checkbox"/>	Usually <input type="checkbox"/>	Occasionally <input type="checkbox"/>

This ethical self-assessment was derived directly from a tool developed by the American College of Healthcare Executives (ACHE), and is being used with expressed permission of the ACHE. Additional materials have been added to reflect requirements of the NAMSS Code of Professional Conduct.