

How We Live Our Values

The Health PEI Code of Conduct



Its About living Our Values in the Workplace

- Based on the Health PEI Values
- Describes how we live the values in the workplace
- Tool for individuals and teams



How we act and treat each other matters



Caring:

When we treat everyone with compassion, respect, fairness and dignity, we:

- Accept and value the diversity of individuals and groups
- Treat others how they want to be treated
- Establish, encourage and maintain healthy relationships
- Are fully present and are active participants in conversations, decision making and activities
- Recognize the accomplishments of others and offer constructive feedback
- Listen to and value the ideas and opinions of others
- Communicate in a timely and appropriate manner

Integrity:

Collaborating in an environment of trust, communicating with openness and honesty and being accountable through responsible decision making means we:

- Build trust through our actions
- Do what we say we are going to do, in a timely manner
- Maintain a person centered approach and include a variety of perspectives and factors when making decisions
- Take responsibility for our decisions and actions and acknowledge and learn from our mistakes
- Be honest in our interactions with others
- Use resources efficiently and distribute them appropriately
- Uphold all standards and policies that apply to Health PEI

Excellence:

Pursuing continuous quality improvement through innovation, integration and the adoption of evidence-based practices means we:

- Collaborate with and understand the roles of others
- Strive to achieve a seamless, person centered care experience for those using the health system
- Are engaged and creative and encourage the same in others
- Use current and credible information to guide our work and decision making
- Make change that furthers our goals and objectives and that is appropriate for our circumstances and setting
- Ensure an effective process for implementing and monitoring new ideas or initiatives
- • Evaluate and improve the quality, safety and effectiveness of our decisions and services

Who Does the Code Apply to?

- The Code of Conduct applies to everyone who works within our PEI health care system
 - ▶ All employees of Health PEI including, all levels of administration and management
 - ▶ Health professionals who provide care or services on behalf of Health PEI
 - ▶ Members of the Health PEI Board of Directors and other boards for which Health PEI is administratively responsible
 - ▶ Contractors
 - ▶ Students, trainees and educators
 - ▶ Volunteers

Responsibilities

- Staff
 - ▶ Know and use the Code of Conduct as a guide for behavior in the workplace.
- Managers:
 - ▶ Know and use the Code of Conduct as a guide for behavior in the workplace, and
 - ▶ Engage and support staff and teams to promote a positive workplace environment.

Code of Conduct Complements other Policies, Codes, Rules

- The Code of Conduct complements but does not replace other professional or institutional Codes of Conduct that may already apply to staff within Health PEI.
- The Code of Conduct is a companion document to all of Health PEI's bylaws, policies, procedures, Patient Bill of Rights, standards and guidelines.
- It is not an enforcement tool itself.

Using the Code of Conduct as an Improvement Tool

- **Personal:** Self-assessment and personal growth
- **Team:** Team discussion and strengthening the work place environment
- **Feedback:** Use the Code of Conduct as a reference tool & vocabulary for providing feedback.



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Resources & Information

Resources

Code of Conduct Resources on
the HPEI Staff Resource Center:

<http://www.healthpei.ca/src/>

Contact

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