

CODE OF CONDUCT

American Medical Directors Association

The mission and goals of the American Medical Directors Association (“AMDA”, “Organization”) include the education of current and future physicians, the development of and advocating for policies and procedures for improving the quality of care and quality of life for residents in the long term care continuum, and the conduct of research to advance patient care. The Code of Conduct of AMDA (“Code of Conduct”, “Code”) serves to the mission and goals of AMDA by providing standards for actions on the part of its members and leaders.

This Code of Conduct applies to the Board of Directors, committee chair, committee vice and co chairs, members of committees and work groups, and the editors of *Caring for the Ages* and the *Journal of the American Medical Directors Association* and other AMDA publications (“AMDA Leaders”).

AMDA Leaders further AMDA’s interests by providing professional perspectives on policy development, clinical practice guidelines, AMDA issues and policies, and activities that involve different constituencies. The actions of AMDA Leaders must be above reproach. It is expected that all AMDA Leaders know and adhere to AMDA’s *Code of Ethics* and *Governance Conflict of Interest Policy*. The Code of Conduct of AMDA serves as a guide for AMDA Leaders when performing official AMDA duties, representing the Organization in any venue, working with others in the Organization, and making professional references to AMDA in the course of daily business.

Such activities must conform to certain legal and ethical principles and require AMDA Leaders to act honestly, in good faith, and in the best interests of AMDA. When such other professional activities and financial interests of an AMDA Leader do or may conflict with the interests of AMDA, the AMDA Leader should act in accordance with this AMDA policy governing conduct. Complete, full and timely disclosure of any such activity shall be made to the Organization.

Although the Code can neither cover every situation in the daily conduct of our many varied activities nor substitute for common sense, individual judgment or personal integrity, it is the duty of each AMDA Leader to adhere, without exception, to the principles set forth herein.

1. AMDA Leaders Shall Comply With All Laws.

It is the duty of AMDA Leaders to uphold all laws and regulations that pertain to professional and financial matters pertinent to the organization. All members participating in the operation of the Organization must be aware of the legal requirements and restrictions applicable to each of their respective positions and

duties. Any questions about the legality or propriety of any actions undertaken by AMDA Leaders on behalf of AMDA should be discussed with the Executive Director or referred to the Executive Committee for consideration.

2. AMDA Leaders Shall Support the Goals of AMDA and Avoid Conflicts of Interest.

All AMDA Leaders must faithfully conduct their duties in their assigned roles and tasks in support of the mission and goals of AMDA.

3. AMDA Leaders Shall Honor and Respect the Dignity and Equal Opportunities of all its Members, AMDA Staff, and other AMDA Leaders.

AMDA Leaders are committed to a professional workplace characterized by respect and dignity. They will provide information, data and recommendations in a professional manner. AMDA Leaders shall promote equal educational, and employment opportunities for all persons, without regard to race, color, national or ethnic origin, religion, gender, sexual orientation, disability or veteran's status.

The workplace environment should emphasize the dignity and respect of each individual in the community in conformance with the following principles. The AMDA Leader must be able to confidently state and adhere to the following: I shall

ACCOUNTABILITY

- Take responsibility for my actions.
- Be sincere in my actions and communication.
- Strive to be an excellent performer/leader.

APPEARANCE

- Represent AMDA at all times and circumstances in a neat and professional appearance and manner.

CARING & COURTESY

- Respond to our AMDA staff in a timely, courteous manner.
- Answer calls and inquiries promptly and take action to solve problems.
- Respect staff and members' beliefs and cultures.

COMMUNICATION & TRUST

- Facilitate my effectiveness by introducing myself to new AMDA staff and members.
- Listen and respond to staff and members in a sincere and timely way.
- Promote the qualifications of other staff and volunteers whenever appropriate.
- Be pleasant, sincere, and professional when communicating with staff and other members.
- Answer all questions and communications directed to me in a timely and professional manner

TEAMWORK

- Be committed to the greater good of AMDA.
- Be patient and understanding when working with AMDA staff and clearly communicate defined needs.
- Be sensitive to the time demands of others and be prepared to participate in problem solving regarding such time demands and achieving project completion.
- Be sensitive to my personal time demands and be willing to cooperatively integrate my involvement with others involved in order to achieve timely project completion.
- Be supportive and give positive, constructive feedback.

SENSE OF OWNERSHIP

- Possess and demonstrate a sense of ownership for AMDA.
- Be dependable, trustworthy, responsible and approachable in my interactions with staff and fellow volunteer leaders.
- Take responsibility for my actions and recognize my work as a reflection of AMDA.
- Take ownership of issues by cooperatively initiating resolution when recognizing that something needs to be done.

ATTITUDE

- Maintain a positive, helpful attitude at all times.
- Treat AMDA staff with the same attitude and respect with which I treat others and with which I expect to be treated.
- Provide a supportive environment to all with whom I come in contact.
- Work together to create a pleasant environment.
 - Be flexible, open to change and seek ways to constantly improve.
 - Personally avoid sexual or any other type of harassment in the workplace.
 - Bring any alleged or perceived sexual or other type of harassment to the immediate attention of the Executive Director.

4. AMDA Leaders Shall Maintain the Highest Standards of Academic Integrity and Quality Related to Education and Research.

The AMDA leadership must uphold the highest moral and ethical standards related to education. All AMDA Leaders must undertake their educational activities with honesty and integrity and avoid any such activities that would be detrimental to the reputation of AMDA.

Research involving patients shall be conducted with the approval of a Federally constituted Institutional Review Board. All research must be conducted in accordance with the applicable policies and procedures of the Institutional Review Board and applicable federal and state laws, regulations, and guidance.

5. AMDA Leaders Shall Conduct all Business Practices with Honesty and Integrity.

All business practices of AMDA must be conducted with honesty and integrity and in a manner that upholds AMDA's reputation with payers, vendors, competitors and the academic community. AMDA Leaders must maintain and protect the property and assets of AMDA, including but not limited to its intellectual property and proprietary information, equipment and supplies, and funds.

6. Conflicts of Interest.

AMDA Leaders are expected to exercise their best judgment to further the interests of AMDA; this judgment must be exercised in light of their experiences, perspectives and expertise.

Annually, a member serving as a Leader shall reveal any conflicts of interest in employment, professional activities, and financial interests to the Executive Director of AMDA on the then-current AMDA Disclosure Statement. Members of the Board of Directors will review and update their Disclosure Statement prior to the annual and Interim meetings of the Board of Directors and/or Executive Committee. All other Leaders will make or review and update their Disclosure Statement annually.

No AMDA Leader shall use his/her AMDA title for personal business or communications including emails, business letterhead, business cards, or business advertising or brochures. If not speaking on behalf of AMDA, the AMDA title shall not be used on slides, placards or advertisements. AMDA titles shall not be indicated on articles, publications or personal product endorsement, if not written for official AMDA purposes. This is not to preclude the use of the Leader's title in his/her biographical statement or Curriculum Vitae

No AMDA Leader shall state that he/she is representing AMDA unless he/she is doing so by virtue of his/her position, has been specifically requested to do so by AMDA or when otherwise conducting business for AMDA. When a member is asked to participate in any advisory board, speaker's bureau, symposium, or other commercial presentation, the member must decide whether participation is as an AMDA Leader or as an unrelated individual and act accordingly.