

CODE OF ETHICS

- 3.1 Every member shall comply with the BCATA Code of Ethics.
- 3.2 Social/Ecological Concern: Members recognise their responsibility to the health and evolution of this planet.
- 3.3 Professional Conduct: Members conduct themselves in a professional and ethical manner, perform only those services for which they are qualified, and represent their education, certification, professional affiliation and their qualifications honestly. They do not in any way profess to practice medicine or psychotherapy, unless licensed by their province.
- 3.4 Health History and Referrals: Members keep accurate clients records, including profiles of the body/mind health history. They discuss with clients any problem areas that may contraindicate use of acupressure techniques, and refer clients to appropriate medical or psychological professionals when indicated.
- 3.5 Professional Appearance: Members pay close attention to cleanliness, personal hygiene, and professional appearance of self and clothing, of linens and equipment, and of the office environment in general. They endeavour to provide a relaxing atmosphere, giving attention to reasonable scheduling and clarity about fees.
- 3.6 Communication and Confidentiality: Members maintain clear and honest communications with their clients and keep all client information, whether medical or personal, strictly confidential. They clearly disclose techniques used, appropriately identifying each in the scope of their professional practice. They inform clients of legal limits to confidentiality.
- 3.7 Intention and Trust: Members are encouraged to establish and maintain trust in the client's relationship and to establish clear boundaries and an atmosphere of safety.
- 3.8 Respect of Clients: Members respect the client's physical/emotional state and do not abuse clients through actions or words or silence, nor take advantage of the therapeutic relationship. They in no way participate in sexual activity with a client. They consider the clients comfort zone for touch and for degree of pressure, and honour the client's requests as much as possible with personal, professional and ethical limits. They acknowledge the inherent worth and individuality of each person and therefore do not unjustly discriminate against clients nor colleagues.
- 3.9 Professional Integrity: Members present BCATA and other organisations in a professional and compassionate manner. They represent themselves and their practice accurately and ethically. They conduct their business honestly. They do not give fraudulent information nor misrepresent BCATA or themselves to students or clients. They do not act in a manner derogatory to the nature and positive intention of BCATA or other professional organisations.
- 3.10 Professional Courtesy: Members respect the standards set by BCATA and they respect service marks, trademarks, and copyright laws. Professional courtesy includes respecting all ethical professionals in speech, writing, or otherwise, and communication clearly with others.
- 3.11 Professional Excellence: Members strive for professional excellence through regular assessment of personal and professional strengths and weaknesses and by continued education and training.

STANDARDS OF PRACTICE

- 4.1 Every member shall comply with the BCATA Standards of Practice.

Training

- 4.2 A Registrant shall practice only those therapeutic methods which the Registrant has sufficient training to perform safely.

Referral from and Recommendation to Another Licensed Practitioner

- 4.3 If a Registrant determines

- (a) that his/her own expertise or acupressure therapy is not appropriate to treat that client for the referred condition, or
- (b) that the client's condition warrants further assessment and treatment by a Licensed Practitioner, the Registrant shall, with the client's consent, direct that client back to the referring licensed Practitioner.

- 4.4 A Registrant shall, with the client's consent, consult with the referring Licensed Practitioner before recommending any alternate and/or complementary course of treatment.

Treatment Environment

- 4.5 A Registrant shall render acupressure therapy

- (a) in a safe environment, by doing the following:

- (i) maintaining clean and tidy treatment and reception areas; (ii) providing clean linens or other similar materials; for each client;

- (iii) maintaining adequate hand-washing procedures before and after each client;

- (iv) providing unobstructed fire exits and readily available fire extinguishers, and by knowing and instructing all staff in fire safety for the facility;

- (b) in a comfortable environment, by doing the following:

- (i) providing adequate space for the safe movement of both client and the Registrant, so as to minimise inadvertent physical contact between client and the Registrant;

- (ii) maintaining appropriate room temperature.

Notices

4.6 A Registrant shall:

- (a) display in a visible location, a notice setting out the Registrant's policies and procedures concerning a client's payment for services, and fees for missed appointments;
- (b) provide to a client on request, a copy of the Code of Ethical Conduct and Standards of Practice;
- (c) display the Registrant's Certificate of Registration in his/her primary practice location.

Client Consent to Treatment

4.7 Before commencing a treatment, a Registrant shall:

- (a) obtain and record all necessary information for a safe and effective treatment, including a case history, a physical assessment, and the reason for any Licensed Practitioner's referral;
- (b) describe to the client the proposed treatment, and any risks of the treatment which the Registrant knows or ought to know may be of concern to the client, given his or her history and presenting conditions;
- (c) answer to the best of the Registrant's ability any of the client's questions concerning the proposed treatment;
- (d) explain confidentiality and the limits to confidentiality, i.e. under what conditions the Registrant is required by law to make a disclosure (see section 4.19 (b))
- (e) obtain the client's consent to provide the proposed treatment, in writing.

4.8 A Registrant shall discontinue the rendering of a treatment if, at any time, the client withdraws his or her consent to that treatment, whether verbally, in writing or by other means of communication.

4.9 When treating a person under 19 years of age:

- (a) The Registrant shall obtain written consent from at least one parent.
- (b) In the cases where the parents live separately, are divorced or in the process of divorce, the registrant shall inquire as to whom the legal or interim guardian of the child is and obtain consent from that person.
- (c) Under the Infants Act or common law a child can give legally binding consent for themselves if the registrant determines:
 - (1) The child has sufficient maturity and intelligence to understand the nature of the treatment being proposed and any risks involved.
 - (2) The consent is being given voluntarily and not by undue pressure or fraud.
 - (3) The proposed service is in the child's best interest.
- (d) Regardless of section 4.9(c) it is better--and more in the interest of the child's healing--to get consent from a parent or guardian whenever possible.

Clothing Protocol

4.10 A Registrant must inform a client in advance of the appropriate clothing to be worn for the session

4.11 A Registrant shall practice acupressure with the client remaining fully clothed.

4.12 A Registrant shall respect the right of the client to decline the removal of certain or any clothing.

4.13 If a client is unable to remove or replace an item of clothing personally, the Registrant may assist the client so long as the client has consented to that assistance.

4.14 In any public setting, where acupressure therapy is to be provided, a Registrant shall respect the client's need for privacy, as the situation permits.

Potentially Painful Treatments

4.15 A Registrant shall not inflict pain as an objective of treatment.

4.16 A Registrant shall make every effort to minimise pain during treatment.

4.17 A Registrant shall promptly cease or modify treatment in response to a client's request.

Client Confidentiality

4.18 A Registrant shall maintain confidentiality of client information.

4.19 Notwithstanding section 4.18, a Registrant may disclose relevant client information verbally or by a copy of the Health Care Record when

- (a) the client has directed the Registrant, verbally or in writing, to make that disclosure, or

- (b) required by law, i.e., where danger to a person or property is revealed or where children are at risk of abuse or physical harm.

4.20 A Registrant shall ensure that all office and support personnel who have access to a client's Health Care Record permanently undertake to maintain the confidentiality of client information.

Delegation and Supervision

4.21 A Registrant may delegate acupuncture therapy treatment to a Student Intern, provided the Registrant

- (a) provides adequate supervision in accordance with the Clinical Practicum Standards as set out in the Curriculum Standard, as approved by the Board, and
- (b) assumes full responsibility for the acupuncture therapy treatment.

4.22A Registrant is responsible for adequate supervision and direction to all office and support personnel for all interactions with clients.

Health Care Record Keeping

4.23 Registrant shall generate an indelible clinical record for each client containing:

- (a) the client's name, address and birth date;
- (b) the name of any referring practitioner;
- (c) the date of each professional visit, and the name of the person who rendered the treatment;
- (d) health history obtained and updated, findings obtained, clinical impressions and relevant information of the client's condition;
- (e) a treatment plan, including objectives, treatments provided, instructions given, periodic reassessment findings and treatment revisions;
- (f) all written reports received from or sent to other sources with respect to the client.

4.24 A Registrant shall ensure that the information in a Health Care Record is current, legible, accurate and complete.

4.25 A Registrant shall not

- (a) falsify any part of a client's Health Care Record, or
- (b) sign or issue a certificate, report or any document that contains false or misleading statements concerning a client's Health Care Record.

4.26 A Registrant shall maintain possession and control over a client's Health Care Record, until that Record can be destroyed or transferred in accordance with Preservation of Health Care Records, sections 4.31 to 4.35.

Client Access to Health Care Record

4.27 For the purposes of this section, "access to" means a client's opportunity to examine his/her Health Care Record and obtain photocopies.

4.28 A Registrant shall respond to a client's request for access to his/her Health Care Record as soon as possible in a medical emergency, otherwise within 30 days of the request by producing the original Health Care Record for inspection.

4.29 Where a Registrant provides access and a client requests a copy of the Health Care Record, a copy shall be provided to the client and the Registrant may charge the cost of photocopying that Health Care Record.

4.30 When seeing a child under 19 years of age the registrant shall:

- (a) At the time of obtaining the consent of the child's parent or guardian, discuss with them what kinds of information can be disclosed, to whom and in what circumstances. Conversely there should be a discussion about what kind of information should remain confidential between the registrant and the child and why.
- (b) It is reasonable for the registrant to provide the parents with a summary of the work being done with the child.
- (c) In the event a child under 19 has given their own consent (see section 4.9(c) their records are their own and their permission is needed to disclose them except where the registrant is legally required to do so (section 4.19(b)).

Preservation of Health Care Records

4.31 A Registrant shall ensure that Health Care Records remain in the Registrant's treatment facility or place of business until it is necessary to destroy or transfer the records.

4.32 A Registrant shall retain Health Care Records in a safe and secure place for at least seven years after the date of the last treatment entered in a client's record

4.33 After the applicable retention period in 4.32 has elapsed, and a Registrant elects to dispose of a Health Care Record, he/she may do so by effectively destroying the physical Record by shredding, burning or erasing the information.

- 4.34 A Registrant may, with the client's consent, transfer a Health Care Record to another Registrant, the client or a Licensed Practitioner.
- 4.35 A Registrant shall make appropriate arrangements by the appointment of another Registrant as custodian to secure the Health Care Records, in the event that the Registrant dies or becomes unable to practice for any reason and is unable to dispose of the Health Care Records in accordance with 4.34.

Locum

4.36 When a Registrant enlists the services of a Locum, the Health Care Records, both existing and newly-created during the Locum's tenure, remain the property of the Registrant.

Practising with Other Registrants

4.37 Where a Registrant shares a practice with one or more other Registrants, each individual Registrant shall ensure that they obtain a consent for treatment from the mutual client.

CONTINUING EDUCATION POLICIES AND PROCEDURES

4.38 A Registrant shall comply with the provisions of the Continuing Education Guidelines as approved by the Board.

Purpose and Goals

4.39 BCATA members are individually responsible for demonstrating high standards of knowledge and competence in the practice of acupressure. 4.40 The BCATA Board of Directors has the power to review and change guidelines.

4.41 The examples provided in this section are intended to guide a member's ability in participating successfully in the Continuing Education requirement.

4.42 Members are encouraged to balance continuing education according to their needs, and in particular with respect to 4.43 Category 1, Practical Education, and Professional Development 4.48 and 4.49.

Categories of Continuing Education:

Practical Education

4.43 Category 1, Practical Education: Courses that are directly related to acupressure, treatment of clients, and communication skills. Examples include anatomy, physiology, first aid, counselling, and acupressure courses. One day of coursework = 6 credits. One-half day or evening = 3 credits.

4.44 Category 2, Practical Education: Courses in related healing modalities such as stress management, therapeutic touch, body work, and biofeedback. One day of coursework = 3 credits. One-half day or evening = 1 ½ credits.

4.45 Category 3, Professional Wellness: Courses taken from a teacher authorised in their modality for personal development such as yoga, tai chi, chi gong, and bodywork. Maximum of 3 credits per year.

4.46 Category 4, On-going personal development: Includes short or long-term study groups and personal support groups. Maximum of 3 credits per year.

Professional Development

4.47 Professional Development: Refers to courses covering skills necessary to conduct and maintain an acupressure practice as a health professional, and to promote its awareness to the public and other professional communities. These include clinical record keeping, jurisprudence, legal responsibility, and marketing. One day of coursework = 6 credits. One-half day or evening = 3 credits.

4.48 Combined Professional Development and Practical Education: covers independent study, research, articles leading to professional publication, mentoring and being mentored, case studies, educational article for the Pressure Release, conference presentations (BCATA or other).

4.49 BCATA Organizational Development: Active participation in the organisation, development, and educational standards of BCATA fulfils the CE requirement for the year served.

Accreditation of Activities

4.50 Questions about course value or content may be discussed with the Education Committee or Board of Directors.

4.51 Course content and independent study may be pre-approved by the Education Committee or Board of Directors.

Sources for Continuing Education

4.52 Sources include and are not necessarily limited to community colleges, universities, distance education, community centres, acupuncture schools, recognised acupressure schools, and reputable instructors certified by their organisation.

Reporting Credits

4.53 Documents as proof: photocopy of certificate of attendance or completion; registration receipt signed and dated by the instructor; other written verification as proof of completion.

4.54 Members submit CE credits with annual membership renewal. The BCATA will provide a Continuing Education form.

4.55 The Board of Directors has the power to review and change documenting procedures.