



Guide of Ethics

Standard of Credibility and Ethics

Faculty of Medicine,

Alexandria University

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Introduction

The mission of the Faculty of Medicine, Alexandria University is an integrated system. It includes university education, scientific research, patient care, community service, building a future for the country, caring for its students and alumni, providing better opportunities in life by developing human values among them. The Faculty of Medicine - Alexandria University has been working since its inception according to codes of ethics known from divine instructions in addition to the code of ethics developed by the Medical Syndicate. There is no separation between the mission of the Faculty and the commitment to ethics.

This guide is considered a reference in case of controversies in points of views or differences in standards between successive generations and evolution in time .Thus, reserving all parties their rights and reminding them

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of the path. Moreover, the faculty recognizes that its role is founded by the commitment of its participants to standard of ethics and profession that makes it the model that will guide the nation.

First: Ethics of Faculty Members

Section I: Teaching:

A faculty member must be committed to the following:

- Be sure of the proficiency of the scientific content of the field of his specialization.
- Commitment to quality standards in determining the scientific level of the material given to students.
- Must be aware of the latest development of his subject and must deal with it in different ways according to the nature of the situation and the learners.
- Make a good plan to the process of teaching and learning activities and make optimal use of time available for teaching.
- Use the ways and means to assist him in the mastering of teaching and make the material interesting, enjoyable, and useful at the same time.
- Declare to his students the course objectives, content and methods of evaluation and review and its association with the study program as a whole.
- Modify teaching methods according to the feedback from the questionnaires and participate in operating the course.
- Deal with students to develop the capacity of logical thinking and create opportunities to achieve the highest level of achievement allowed by their potential.
- Follow the performance of students to the maximum possible extent, and allow the results of follow-up to his students and stakeholders to act upon.
- Be a model for democratic values by providing freedom of expression, equality and justice among students.
- Refrain from giving private tuitions with or without pay.

Section II: Student Assessment and the Organization of Exams:

A faculty member must be committed to a number of responsibilities and certain behavior as follows:

- Exercise justice and quality in test design, which should be consistent to what is taught and learned.
- Continuous / periodic assessment for students, keep them informed of the results of evaluation and use this to correct their path.
- Use a variety of methods for assessment and modify them according to the learning outcomes.



- Commitment with discipline in the exam meetings, with strict prohibition of cheating and punishment of who attempts to.
- Do not participate in the exams with the presence of relatives (up to the fourth degree).
- Take into account the complete accuracy and confidentiality (student identification is secret)in the correction of exam papers that must be based on models answer.
- Organize the process of monitoring results to ensure accuracy and confidentiality.
- Present the results to the Commission of Examiners, without disclosing the names of the students to avoid influencing their decisions.
- Announce the results at one time from a single source.
- Allow review of the results if there is any complaint, and take it seriously.
- Apply cumulative assesment whenever possible to achieve an acceptable degree of justice.
- Justice among the students in the assessment (and not whirling about the rules and laws to give some students some unearned privileges).

Section III: Behavioral Guidance of the Students:

The faculty member has to:

- Be a model in everything he says or does in and out the faculty and his moral responsibility towards his students is as important as his scientific and educational responsibility.
- Seek all means to install the right values and morality in the hearts of his students.
- Avoid to gain any personal profit from his students by any means and avoid being in a suspicios situation or accept any thing in return to waht he is offering to help and teach his student .
- Avoid any noneducational procedures to force his student to help him in his research work or collecting data for his lectures.
- Teach students the right way to learn from textbooks.
- Respect student potentials and encourage it .
- Be aware of the multiple roles he plays in the life of the students as a teacher, a director, a father and a pilot, and carry it out efficiently and faithfully.
- Participate in various student activities not only to enjoy or to encourage talent, but also to create ethical attitude in the students.

Section IV: Research and Copywriting

The faculty member should be committed to the following:

- Direct his research work to the benefit of society and humanity with his commitment to comply with all standards and ethics set by the authorities for the control of medical research.
- Be Honest in the implementation of scientific research and publications (credibility in the collection or analysis of data and on displaying the results). In the case of field data collection, he should take into account the accuracy and honesty and should avoid giving suggestive answers to the subjects of research.
- Comply with the laws of intellectual property when using the work of others (Law No. ٨٢ of ٢٠٠٢). For example:
 - Attribute research work to its owner.
 - In summarizing scientific views of others, he must be meticulous without bias selection in the presentation.
 - In quoting a source, he must be specific and clear.
 - Honesty and accuracy is necessary in writing the references. He should not mention any unused references except as a list of additional reading.
- Register the scientific work, before its commencement, according to the faculty regulations to preserve the intellectual property of all and prevent duplication in work.
- Clarify the roles of the participants accurately in joint research and stay away from putting names for the compliment.
- The researcher should analyze the data by himself and should not assign others to do it (the interpretation, evaluation, comparison and conclusion is the responsibility of the researcher) except for sophisticated statistical analysis.
- Avoid premature announcement of discoveries.
- Commitment to the general provisions of the Medical Syndicate (Articles ٥٢-٦١) on private testing and medical research on human beings, for example:
 - Approval of competent authorities is mandatory prior to the commencement of any study of drugs or techniques.
 - The voluntary consent of the human subject is essential.
 - Take a written informed consent from the volunteer to conduct research, where the researcher clarifies the goals of research, methods, expected benefits, risks and he must obtain such approval in a legal way.
 - The researcher shall prepare a detailed protocol. Review and approval by competent authorities is mandatory prior to the commencement of any study.
 - Risks should outweigh benefits expected from the search.

- Only scientifically qualified persons should conduct the experiment.
 - The human subject has the right to terminate the experiment at any time without any negative consequences.
 - The researcher shall immediately terminate the experiment at any stage if there is any risk observed.
 - Individual privacy and confidentiality of results should be maintained and avoid unnecessary physical and mental suffering of subjects.
 - The researcher shall ensure the availability of proper preparations and adequate facilities to protect the subject in experiment.
 - The researcher shall ensure that sponsors will supply patients with medications to prove their effectiveness to the end of the treatment program without charge.
 - Explain whom to contact for answers to questions about the research, research subjects' rights, and whom to contact in the event of research-related injury to the subject.
 - Identify any benefits for the patient and for research involving more than minimal risk, give an explanation as to whether any compensation, and an explanation as to whether any medical treatments are available, if injury occurs, and, if so, what they consist of, or where further information may be obtained.
 - A trustable relationship with those who work with them should be present. Do not exploit the subjects of the study and give them feedback whenever possible.
 - Do not make the subject of the study think through the questions that things will change because of the research conducted and do not give promises outside the scope of this research.
 - Consider the feeling of others. Some may be more vulnerable to a sense of defeatism because the factor of age, illness or the inability to understand or expression.
- If the study carried out on animals, there are ethical considerations as follows:
 - The scientific purpose of the research should be of sufficient potential significance to justify the use of animals.
 - The species chosen for the study should be suited to answer the questions posed.
 - Appropriate animal care committee reviews the protocol of research conducted on animals.

- The procedure must avoid or minimize discomfort, distress and pain; otherwise, analgesia or anesthesia should be considered.
- All procedures conducted under the direct supervision of a person who is competent in the use of the procedure.

Section V: Supervision of Theses:

The faculty member shall undertake the following:

- Be innovative in selection of the point of research.
- Avoid deliberate delay of the registration of research, or resorting to methods of intimidation or temptation to push the student to take a specific topic.
- Ensure the ability of the researcher to do his research under the supervision of a professor.
- Provide scientific aid to the student.
- Promote the student's ability to take responsibility for his research, analysis of the findings so that he will be prepared to defend it.
- Motivate the student to make scientific research and work in a research team.
- Encourage the scientific integrity of the student.
- Proper assessment of research whether supervised or invited to participate in its evaluation.
- Do not insult or humiliate the student or discredit his abilities during the research or at meetings of public debate of the thesis and direct the discussion in a scientific manner.
- Do not hesitate to lend advice but only in his field of experience.

Section VI: Patients:

A member of the faculty who practices the profession / a doctor at the University Hospitals must comply with the provisions of the Union (Articles ٢١-٣٦) as follows:

- Dedicate himself to provide competent medical service with respect for human dignity (patients' best interest) and care for them without discrimination.
- Adhere to the limits of his professional skills and seek consultation in need.
- Ensure that the patient has full knowledge of his medical condition in a simple, understandable language. In some conditions for humanitarian reasons, he should not tell the patient himself but tell his family unless the patient refuses and there is no medical risk to surroundings.



- Obtain valid consent (from the competent patient / legal representative) before carrying out medical, therapeutic and diagnostic procedures are an elementary step in fulfilling the doctor's obligations to the patient. It can be either implied in simple procedures as examination or written informed in surgical interventions.
- The doctor who called to visit a minor, an incapacitated or unconscious patient in a dangerous condition should do his best to save him, even if he is unable to obtain informed consent of the guardian or custodian, and he must not withdraw from treatment unless the patient was entrusted to another doctor.
- He/she must take into account the following:
 - Do not to overestimate his fees and be considerate of the patient's financial and social standards.
 - Follow pharmaceutical ethics with priority to national drugs (with same effectiveness and safety).
 - Ask only for proper investigations according to the patient's condition.
 - A physician should not refuse treatment of emergency cases.
 - In non-emergency cases, he can apologize for treating any patient at the beginning or at any stage for personal or professional reasons.
 - The specialist /consultant should not refuse to treat a patient if needed by the GP / MP with no other available specialist.
- If he quit treating one of his patients for any reason, he must give correct information, which believed to be necessary for continuing the treatment to the doctor who replaced him.
 - A physician should explain to the patient the consequences of refusing to follow a treatment and the resulting complications. The doctor may ask the patient to sign a form that states he received this information, and that he still chooses not to be treated. Patient asked to sign a refusal form or an Against Medical Advice (AMA) form to protect the health care provider from legal liability for not providing the disputed treatment.
- Do not perform abortion except a therapeutic one. There must be a written report favoring the operation certified by two specialists, and the consent must be from the father and mother. In urgent cases where there is urgency to save the life of the patient, the physician should write a detailed report on the case accompanied by the treatment prescription. The operation must be carried out in a specialized hospital.
- Do not disclose the secrets of the patient shared by virtue of his profession except in cases of a court order, significant harm, and other cases determined by law.
- Do not use relations with the patient or his family to do an act against ethics of profession.

- If the patient died within the private hospitals or clinics, the physician in charge must inform the competent authorities.
- Inform the competent authorities in case of injuries and suspected incidents such as gunshot wounds, stab, incised ...etc writing a detailed medical report on the situation at the time of submission. The doctor can call another colleague to participate in the discussion of the situation and report.
- In case of harm imposed on the doctor because of his profession, he informs the Public Prosecutor, the Medical Syndicate, and the faculty authorities so that they can interfere in the matter out of solidarity with the doctor.
- Euthanasia is prohibited.
- The doctor provides prisoners with health care of the same quality as regular patients. He should not be involved in torture directly or indirectly. He is forbidden from using his knowledge and professional skills to assist in non-humanitarian questioning.

Section VII: Profession:

First: In Academic Position

- Be a model, commit to ethics within and outside the university.
- Participate in scientific conferences and training courses to keep up with the scientific development.
- Faculty members must not work in commercial, financial, industrial business, or work in any job inconsistent with the dignity of this career. The Rector of the University may decide to prevent a faculty member from engaging in any work incompatible with the duties and good performance expected from him.
- The ability to work in-group and interact with them.

Second: Practicing Medicine:

Commitment to the general provisions of the Medical Syndicate (Articles ٦-١٩), namely:

- Consider honesty and accuracy, follow ethical conduct and maintain the dignity of the profession according to the list of professional ethics.
- Do not write a medical report or testify away from his specialty or contrary to the reality known from examination of the patient.
- It is not permissible to do any of the following:
 - Getting the help of intermediaries in the practice of medicine whether with or without payment.

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- Use his name in the promotion of drugs, medications or various types of treatment or for commercial purposes in any form.
 - Receive any financial benefits or gifts for referring patients or prescribing specific products.
 - Carry out medical consultations in shops which sell medications, devices, or medical equipment whether free of charge or on payment or reward.
 - Carry out medical consultations through telecommunication companies.
 - Sell any drugs, prescriptions or medical equipment in his clinic.
 - Share the fees with any of his colleagues unless he shares in treatment of the patient, or to work as an intermediary to another physician or hospital in any form.
 - Use a new method for diagnosis or treatment except after approval and license from the health authorities concerned. In addition, he must avoid plagiarism.
- He/she shall not conduct any publicity for himself in any humiliating manner whatsoever.
 - It is permissible to doctors on opening or transferring a clinic to announce that in the newspapers three times and they may do that if they travel for more than ٢ weeks. Make one announcement before the absence time and the second after return.
 - He/she must be committed to legislation, laws and regulations in writing publications, medical prescriptionsetc.
 - It is not permissible for him to use his job in order to achieve personal benefit or to obtain financial gain from the patient or get fees during governmental job hours.
 - He/she should take every opportunity to give health education to the patient, be keen to carry out continuous education process.
 - Do not diagnose a disease or recommend treatment through oral or visual consultation, without examining the patient personally.
 - Participate in workshops to exchange scientific opinions with other specialist physicians and he can transfer medical information from one colleague to another, whether in writing or by other means of communication.
 - In case of consultation about any treatment or diagnosis of a patient, the full responsibility lies on the physician who is attending the patient in treatment and diagnosis.



- He/she must step down from making any advice, medical or scientific opinion in writing or orally when discussion is built upon a personal interest or benefit outside the medical profession.
- In case of talking about medical topics through the media, he should be bound by the following rules:
- Avoid mentioning his place of work and ways to contact him and pay tribute to his experiences or scientific achievements, and it is enough to mention only his professional field of specialization.
- His Language should be comprehensible and appropriate to the non-specialist listener or viewer.
- Avoid mentioning uncertain scientific opinions, or unsettled subjects, which can be discussed only in scientific meetings.

Section VIII: Colleagues:

Commitment to the general provisions of the Medical Syndicate (Articles ٣٧-٤٢), namely:

- He / she may settle any problem that may arise between colleagues amicably through the mechanism for complaints, the Ethics Committee, the Faculty Dean or Vice Deans. If not settled, the complaint is transferred to the Council of the Medical Syndicate for decision. In the case of grievance of one of the parties from the resolution, the case is transferred to the General Council of the Medical Syndicate.
- He / she should not seek to compete with a colleague in a dishonorable way in any work related to the profession or treatment of a patient.
- He / she may not diminish the capabilities of his colleagues and if there is professional criticism, this should occur in front of a scientific committee.
- If a physician replaces a colleague in his office temporarily, he /she should not try to use this situation for his personal benefit, and he /she must inform the patient prior to the examination that he /she replaces the doctor temporarily.
- If a doctor is called to see a patient treated by another doctor (who cannot be reached for any reason), he should leave the completion of the patient's treatment upon return of the original attending physician and he should inform him of the actions taken, unless the patient or his family wishes to continue the treatment of the replacing doctor.
- Participation of more than one doctor in the treatment of patients:
 - A doctor may not examine or treat a patient treated by a colleague in a hospital, unless the original doctor or the hospital administration calls him.



- The patient or his family may call another doctor for consultation after notifying the attending physician, and the physician may continue or apologize for the treatment of the case.
- If the treating physician refuses to treat the patient in accordance with the decision of the consultant physicians, he may withdraw, leaving the treatment to one of these consultants.

Section IX: Leadership Positions:

- Leadership position is a responsibility. He/she should be a model for his subordinates in functional efficiency, estimated productivity, ethical behavior, attitude and commitment to his/her duties and respect for the time of work.
- Comply with rules of guide of ethics of the faculty.
- Compliance with laws, regulations, and he/she should not break it for courtesies, personal or financial benefits.
- He/she should implement justice and equality between subordinates and develop a mechanism to regulate their rights and duties.
- Standards of competence and experience are the base in choosing between subordinates for any mission, with abandoning of favoritism for the benefit of individuals, work and the faculty.
- Do all what he /she can to develop assistant staff and transferring scientific and educational experience to them.
- Receive training workshops to improve their skills of management and leadership.
- Evaluate the principle of consultation and delegation, return to the correct opinion if he/she takes a wrong decision.
- Review the decisions before applying them, putting in mind the public interest as the first priority.
- Attend and actively participate in faculty meetings.
- Diligence in resolving the disputes amicably. Resort to higher authorities only if this is impossible.
- Do not say or do any offensive act to the subordinates and adhere to laws in punishing them considering the spirit of justice and compassion.

Section X: Community Service:

The faculty member should:

- Connect his search and knowledge to the needs of society and make his work in community service at all circumstances.
- Encourage the society to seek education and deepen the sense of patriotism.
- Give ideas for the development of society and contribute in solving health problems.

- Cooperate with the competent authorities for development of health plans.
- Commit to social, religious and university values.
- Contribute to providing graduate students able to participate actively and constructively in society.
- Use resources effectively.
- Commit to all of the prescribed rules, regulations and laws.
- Not use his position for any gains either financial or personal.
- Inform the health authorities when diagnosing an epidemic disease to protect society.
- Not harm the environment by launching toxic waste or radioactive materials or dumping of unsafe waste (drugs, syringes, gauze and contaminated cotton ...) without sterilization and processing.

Second: Ethics of Doctors Working in University Hospitals

The doctor is committed to comply with the ethics of staff members towards the patients, the medical profession, the colleagues, and subordinates and towards the community.

Third: Ethics of Assistance Staff

Residents, demonstrators and assistant lecturers should:

- Commit to what a faculty staff member commits to while maintaining the ideals of the profession and accepting its system.
- Respect staff members, follow their example scientifically, morally and self-adapt to follow the best of words and acts.
- Provide educational and medical services with full respect for the dignity of the patient and the student.
- Respect the confidentiality of information on work and patients.
- Pay the maximum effort in their studies and research work and commit to the ethics of scientific research.
- Seek continually to develop their knowledge and skills.
- Participate in the activities aimed at improving the health and welfare of the community.
- Cooperate with each other and maintain commitment to the principles of association and collective action.

Fourth: Ethics of Medical Students **(Undergraduates and Post-graduates)**

A medical student should:

- Seek science sincerely and learn to serve humanity.
- Respect the professors, doctors and their assistants, who teach and give their assistance in clinical training and practice.
- Deal with patients as follows:
 - Respect the needs, values and culture of patients.
 - Avoid the exploitation of patients or their families.
 - Maintain the confidentiality of clinical / personal information of the patient.
 - Obtain informed consent from patients before participation in any aspect of the training.
 - Proper estimation of his role in the clinical aspects, in community and do not rush to do any task outside his specialization and degree.
- Be keen to benefit from the experiences of professors and researchers.
- Avoid the causes of distraction from work or the scientific research duties.
- Commit to the rules of examinations, rather than resorting to fraud of all kinds.
- Collaborate with colleagues in exchange of knowledge and different experiences.
- Commit to the university system, and respect regulating scientific systems.
- Adhere to ethical principles for scientific research and respect the intellectual property rights.
- Deal with administrative, technical and nursing staff with respect and appreciation for their efforts.
- Follow up books, periodicals, seminars and scientific programs related to his specialty; otherwise he/ she will not be able to serve the community through this specialization.
- Students must share in student activities, which are beneficial to society through the universities under the supervision of their professors.



Fifth: Ethics of Nursing Staff

The nursing profession is sacred and there are great responsibilities of the nursing staff towards patients posed by laws and moral conscience of the profession.

Section I: Duties of the Nursing Staff towards Patients:

- The most important duty of the nursing staff is working to cure the patient and to preserve his health without discrimination between patients.
- Be trustable to patients and their families and serve the patient with maximum knowledge and skills.
- Be accurate in all matters related to the health of the patient (such as sterilization, dressing, implementation of treatment and periodic observation) with emphasis on inquiry for treatment steps from the physician.
- Have mercy in the treatment of patients, follow an appropriate method to talk with the patient and his family, and answer their questions. This creates an atmosphere of trust and comfort and leads to achievement of the desired result of nursing care.
- Maintain confidentiality of the patients' information. Do not disclose before taking the permission of the patient or if required by law. Health information and the extent of the patient's response to treatment shall be noted and reported in the records.
- Maintain safety of the patient from unethical or illegal acts. They should report immediately to the competent authorities if any of these acts take place.
- Consider the patient's autonomy and consent on treatment methods (as surgery and some clinical investigations and when conducting research related to them).
- Must spread the spirit of optimism to the patients and ease their pain at all times and in all situations.
- Preserve laboratory samples and the patient's belongings, especially in criminal cases.

Section II: The Duties of the Nursing Staff towards the Profession:

- Believe that the nursing profession is a respectable and decent job.
- Commit with laws and regulations governing the nursing profession.
- Commit to tasks that fit with their scientific level and skill and seek consultation if they have to work outside their limits or abilities.
- Care to wear uniforms at work and pay attention to personal appearance.



- Refrain from any acts that raise suspicions with good behavior in public and private life.
- Improve scientific level through:
 - Continuous education for nursing sciences.
 - Attending seminars, scientific conferences organized by medical and nursing associations at the national or international level.
 - Obtain the highest certificates available in the nursing profession, such as the Specialist Diploma, Masters and PhD.
- Improve the performance level of nursing services by selecting the best applicants to work, this selection based on the scientific, practical and moral level.
- Improve the economic and social conditions for the nursing profession through active participation in meetings of the nursing organizations.

Section III: The Duties of Nursing Staff towards Colleagues

- Sincere cooperation with team members and health workers in health institutions since the outcome of this cooperation leads to improved health care services for citizens.
- Respect colleagues.
- Teach new colleagues.
- Non-interference in the affairs of colleagues and avoid talking badly about them or mentioning any comment that would degrade their skill at work.

Sixth: Ethics of Paramedics

The paramedics are part of the medical professional and they must:

- Preserve the human life, alleviate suffering, and show commitment to humanitarian principles.
- Respect patients and take into account their right to treatment and the availability of care on equal terms regardless of age, race or sex.
- Be patient in the treatment of patients and their families.
- Maintain the confidentiality of patient information according to law.
- Ensure professional excellence by maintaining efficiency in knowledge and skills required.
- Transfer of experience and education to the younger colleagues in the profession.

- Participate in professional activities and training courses to provide quality health care.
- Provide assistance to others, even outside working hours and fulfill the needs of community health.
- Refuse to participate in any unethical proceedings, such as euthanasia or failure to use available means to rescue the patient.
- Understand and comply with laws and regulations relevant to their professional role, such as:
 - **Confidentiality:** disclose the secret in some cases, such as reporting of child neglect or abuse of the elderly.
 - **Approval:** implied consent in cases where the patient is unable to communicate.
 - **Refuse treatment:** accept patient's right to refuse treatment if he is a competent.
 - Patient's right to receive treatment at the nearest hospital (during the first 24 hours of injury).

Seventh: Ethics of Employees in Blood Banks

The blood bank employees must consider:

- Availability of blood transfusion, to all those in need, without discrimination by age, race or sex.
- The patient's right to know the benefits and risks of blood transfusion and the alternatives available.
- Respect the patient's right (adult - rational - conscious) to refuse a blood transfusion.
- Blood transfusion should be according to the patient's need in cases of emergency.
- Convey to the patient only what he needs from the blood or blood products.
- Blood donation should be voluntary and after signing an informed consent of the donor (after submission of the information of the procedure, the benefits and potential risks of blood donation).
- Notify the donor or the recipient in case of complications and stop the transfer process.
- Maintain the confidentiality of information about the donor.



- The donation process must be carried out in accredited institutions, in accordance with the laws and regulations of medically and ethically accepted international standards.
- A doctor supervises the transfer process to interfere in case of complications.

Eighth: Ethics of Technicians

The technicians in the laboratories / supervising medical devices should:

- Show dedication to work and commitment to quality standards to reach the best results.
- Participate in training courses that improve their scientific and technical standards and help them to use modern technology.
- Collaborate with colleagues and transfer experience and skills away from individual gains.
- Be kind to the patient and give priority to critical situations without discrimination between patients.
- Maintain confidentiality of results and information of patients.
- Do not allow the use of patient samples (fluids or tissue) or what remains of them in any research work except after obtaining consent from them.
- Make proper records for patients' information, such as test results and medical reports.
- Show mutual respect and cooperation between colleagues, doctors and faculty members to provide proper care for patients.
- Follow safety precautions in dealing with medical devices with proper use, maintenance and reporting faults when they happen.
- Safety dispose of medical waste, in order to preserve the health of the society and the environment.

Ninth: Ethics of Employees

Employees in a prestigious institution such as the Faculty of Medicine - Alexandria University -are one of the most important pillars upon which the faculty can provide its mission. Despite the fact that every person should possess professional ethics, it is necessary to develop a list to show this ethics from the perspective of the faculty, and that there will be a deterrent to those who go against it.

Functional Code of Ethics and Behavior of the Faculty Administrative Staff:

- Must have good moral characters, reputation and high principles, which govern their behavior and approach to work.
- Excel in work, commit to quality standards and perseverance in order to achieve success.
- Collaborate with colleagues with the exchange of experiences, and ensure the success work team.
- Provide his best to work, and create an atmosphere of fair competition.
- Commit to schedules and ensure that in case of absence there will be a trained person to replace them for the sake of work.
- Non-discrimination in transactions based on color or sex or religion.
- Withstand the pressures of work and always putting the interest of the faculty first.
- Uphold the spirit of belonging and the belief that work is a means of development and prosperity of the country.
- Be interested in raising their scientific standard through participation in the training sessions.
- Maintain the confidentiality of information of the faculty.
- Respect intellectual property rights, do not copy the software or educational materials or re-print or photocopy or sell books without the permission of their respective owners.
- Do not waste the resources of the institution or use them for their special interests.
- Maintain the surrounding environment and maintain the safety and health of employees.
- Be away from reprehensible behaviors, such as:
 - Deception, lies and hypocrisy to get what is not deserved.
 - Concealment of information / write incorrect reports to offend colleagues.
 - Theft: They are either money or time.
 - Bribery: Taking money or gifts to provide a service or change reality.
 - Favoritism: Give the employee privileges without justification such as promotion with presence of more efficient worker.
 - Conflict of interest: To work in the Faculty of Medicine and at the same time working as a consultant to suppliers, or charge a gift or remuneration from clients.



The Duties of an Official Administrative in Any Site in the faculty :

- Be a good example for employees with credible relationship with subordinates.
- Commitment to honesty, trust, justice, loyalty, and compassion with employees leads to the confidence of employees in the management, which motivates them to work and saves the time wasted in rumor, uncertainty and negotiation.
- Be honest in assessment of administrators that motivate their capacities.
- Use friendly methods to resolve disputes, and do not escalate to managers except in absolute necessity.



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