



School of Classical Chinese Herbalism

Jing Fang Apprenticeship, South Oxfordshire, UK

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SCCH Clinical Code of Ethics

Introduction

SCCH espouses a level ethical model, which aspires to equal treatment of everyone involved, giving respect to each person as an individual with unique skills. This applies to supervisors, assistant supervisors, apprentices and graduates, as well as to other people working in the building such as cleaning staff and office staff.

Apprentices are treated as practitioners with their own experience base, who are adding the new skill of Jing Fang to their portfolio. Thus a supervisor is not higher than an apprentice, but simply has, at the current time, more knowledge about the specific subject of Jing Fang (classical herbalism).

This approach implies the self responsibility of all concerned, thus each supervisor is responsible for their clinical decisions and their teaching, and each apprentice is responsible for their own learning. This last is specified in the Apprentice Agreement, signed by all apprentices at the beginning of their apprenticeship.

SCCH encourages Apprentices and Staff to behave with integrity at all times. Below are a few ways we identify how this should happen:

RCHM code of ethics and practice

SCCH complies with the RCHM (Register of Chinese Herbal Medicine) code of ethics and practice and with the BAAC (British Acupuncture Council) code of conduct. The majority of Apprentices are BAAC members, or members of an equivalent organisation.

The following points are specific to SCCH:

Confidentiality

All information concerning a patient including their attendance at the School of Classical Chinese Herbalism (SCCH) is kept confidential within the Apprentice group.

Apprentices may take notes physically or electronically, but should use a standardised reference number rather than a name. No file containing a patient's name should leave the building, and these files are kept in a locked filing cabinet in a locked clinic room.

Transfer of a Patient

Apprentices are asked to bring patients to the clinic for herbal treatment, especially at the start of their training. When they reach the Supervised Practice Key Point and are able to treat patients in their own clinics, supervisors should encourage these patients to return to the Apprentice if further treatment is necessary. However, the ultimate decision about where to get treatment rests with the patient.

Patient Information

All patients sign a registration form which informs them of the clinic protocols. A patient is given time alone to read and fill this in before their first appointment. In particular we need to know that they have understood that their case will be taken in front of a group of apprentices, and that it will be confidential within this group.

Please see patient registration form.

Record keeping

SCCH records are kept in three places:

1. In hard copy in a locked filing cabinet in the clinic room at Cholsey Complementary Health Centre
2. On local electronic storage backed up to hard drive
3. On cloud storage using OneDrive

This is detailed in the 'Record keeping protocols' document.

Please also see the 'Data privacy notice' document.

Safety in the classroom

Staff should ensure equipment is regularly serviced, and the set up of equipment is safe (see risk assessment). Yearly PAT testing is a requirement of the CPT.

Apprentices and Supervisors should take care in the CCHC dispensary and follow the dispensary protocols, leaving everything as they find it. The dispensary is run according to the RCHM dispensary guidelines.

Please see dispensary protocols.

Please see health and safety policy.

Good conduct

Staff and apprentices should conduct themselves with integrity at all times, and respect one another. There should not be discrimination or harrassment on grounds of sex, religion, age, colour, creed, age, marital status, sexual orientation, national origin, disability, citizenship, veteran status or job title.

Legal Framework

Staff and apprentices work within the national legal framework as it applies to Chinese herbal medicine.

Conflicts of interest

Any conflicts of interest should be openly discussed.

Results of Infringement of the SCCH code of ethics and practice

Infringement of the SCCH code of ethics and practice should be reported in the first instance to a supervisor or senior supervisor, for resolution with the person concerned. If there is no resolution at this level, it can be escalated to the Governors. If the issue is in relation to the senior supervisor, the issue can be taken to the Governors. If an issue is taken to the Governors they will form a sub-committee that does not involve the person involved in the infringement.