



The Society of Radiography in Kenya - SORK

The Code of Conduct and Ethics for Radiographers

April 2012

The Society of Radiography in Kenya (SORK)

The Code of Conduct and Ethics

APRIL 2012

TABLE OF CONTENTS

ABBREVIATIONS	iv
FOREWORD	v
ACKNOWLEDGEMENT	vi
1.0 PREAMBLE	1
1.1 Mission Statement	2
1.2 Vision.....	2
2.0 OBJECTIVES OF THE SORK CODE OF CONDUCT AND ETHICS	2
3.0 PRELIMINARIES	3
3.1 Citation	3
3.2 Definition	3
3.3 Application.....	3
4.0 REQUIREMENTS	4
4.1 Personal Conduct	4
4.1.1 Manner of Dressing:	4
4.1.2 Communication:.....	4
4.1.3 State of Mind:.....	4
4.1.4 Transparency and Accountability:	4
4.1.5 Integrity:.....	5
4.1.6 Objectivity.....	5
4.1.7 Gambling	5
4.2 Professional Conduct.....	6
4.2.1 Integrity:.....	6
4.2.2 Privacy:	6
4.2.3 Patients care:	6
4.2.4 Maintaining a professional practice.....	7
4.3 Professional Ethics	7
4.3.1 Competence.....	7
4.3.2 Leadership.....	8
4.3.3 Nepotism and favouritism	8
4.3.4 Use of Electronic Media.....	8

4.3.5	Marketing of Professional Services	8
4.3.6	Fees and Remunerations	8
4.3.7	Conflict of Interests.....	9
5.0	ENFORCEMENT OF THE CODE	9
5.1	Disciplinary Committee	9
5.2	Reporting Complaints procedure	10
5.3	Review of the Code	10
6.0	CONCLUSION.....	10
7.0	APPENDICES	11
	Appendix 1.....	111,12
	Appendix 2.....	13,14

ABBREVIATIONS

1. APSEA – Association of Professional Societies of East Africa
2. ISRRT – International Society of Members and Radiologists Technologists.
3. KHPS – Kenya Health Professional Society
4. KACC – Kenya Anti-Corruption Commission
5. KRAB – Kenya Radiology Board
6. MOMs – Ministry of Medical Services
7. MOPHS – Ministry of Public Health and Sanitation
8. SORK – Society of Radiography in Kenya
9. ICT – Information and Communication Technology
10. SMS – Short Message Services
11. ICRP – International Commission on Radiation Protection
12. CPD – Continuing Professional Development
13. CME –Continuous Medical Education
14. NNAK – National Nurses Association of Kenya
15. KSP – Kenya Society of Physiotherapists

FOREWORD

The Society of Radiography in Kenya -SORK realized the need to formulate a code of conduct and ethics for its membership. This idea is attributed to; one, technological advancements in the field of radiation medicine, two, incorporation of Information and Communication Technology in medical services delivery, three, the new Kenyan Constitution which confers more rights to our Citizenry and four, the East African community accord that allows for free trade-in-services amongst member states.

In view of the above, SORK would like to see Radiographers in Kenya operate within safe limits while at the same time guarding against any infringements to the profession by quacks. In addition, the formulation of this code is meant solidify existing professional values in Radiography.

It's envisaged that, this code of conduct will compliment standards, policies and rules of all organizations employing Members and create a positive institutional identity. This is a living document that will be revisited and revised as need arises to ensure it reflects the latest developments in the profession and should be read and applied in conjunction with other relevant laws and statutes that govern the practice of radiography.

It's anticipated that this document will have a lifespan of ten years (10) and its sunset date should be may 2021.

Mamati B. Antony.
PRESIDENT, SOCIETY OF RADIOGRAPHY IN KENYA

ACKNOWLEDGEMENT

On behalf of the Radiography fraternity in Kenya, I wish to appreciate the support we have received from different quarters during the development of the code of ethics for radiographers. Special recognition goes to Kenya Anticorruption Commission for the invaluable guidance in fine tuning the document. Through the input of KACC, our document is well aligned to the public officer ethics act with special emphasis on the challenges experienced by our professionals.

The society would not have accessed the help from KACC without the facilitation of Association of Professional Societies in East Africa (APSEA), whose support to member associations has proved very valuable. We feel greatly indebted to the umbrella association for the sensitization that lead to the initiative to formulate a code of conduct for our professionals.

I wish to make special mention of the code of ethics task *force* (*Charles Githiomi, Richard Kikwai, Zack Rwanda*) formed by the SORK Executive Committee to gather information and come up with the draft document. The team worked tirelessly and swiftly, benchmarking with existing documents drawn from various organizations from a wide global spread. It is in this regard that I wish to acknowledge that our draft document benefited immensely from insights drawn from the following societies and organizations: Kenya Society of physiotherapists-KSP, National Nurses Association of Kenya-NNAK, Canadian Association of Medical Radiation Technologists- CAMRT, and the International Society of Radiographers and Radiologic Technologists-ISRRT.

The completion of this document provides the society with a tool of self-regulation and improved quality of service.

Charles Omondi
Honorary Secretary,
SOCIETY OF RADIOGRAPHY IN KENYA

**CODE OF CONDUCT AND ETHICS FOR THE SOCIETY OF RADIOGRAPHY IN KENYA (SORK),
MAY 2011**

1.0 PREAMBLE

The Society of Radiography in Kenya recognizes its obligation to promote best practice among its members.

All members agree to promote the objectives and comply with the set out code of conduct and ethics, thus setting themselves apart from non-members.

By this code, a standard against which professional behaviour of SORK members can be evaluated is established; the code will be used by the disciplinary committee in making decisions on appropriate action regarding complaints made about its members. Members must comply with the decisions made by the SORK disciplinary committee.

In adhering to this code, members of SORK may use the title "SORK certified....." and student members of SORK may use the title "SORK Certified.....Student.

1.1 MISSION STATEMENT

Empower Members in Kenya with:-

- i) Skills and knowledge
- ii) Create structures,

That can effectively be used for regulation, career progression and advancement.

1.2 VISION

To make Radiography a fully fledged independent profession in Kenya

2.0 OBJECTIVES OF THE SORK CODE OF CONDUCT AND ETHICS

- i) To promote high standards of training practice, unrestricted by considerations of Nationality, race, creed, politics, age, sex or social status.
- ii) To provide a benchmark for members to use in self evaluation
- iii) To be a vehicle of occupational Identity
- iv) To be a mark of occupational maturity
- v) To be a central guide and reference on the conduct of member s in support of day-to-day decision making.
- vi) To promote good understanding between SORK, Employers and Consumers.
- vii) To serve as a tool to encourage discussion of ethics and guide members when dealing with ethical dilemmas, prejudices and gray areas that are encountered in professional work and life encounters.

3.0 PRELIMINARIES

3.1 Citation

This Code may be cited as the Society of Radiography in Kenya Code of Conduct and Ethics.

3.2 Definition

In this Code, unless the context otherwise requires, “Member” means a member registered with the Society of Radiography in Kenya (SORK)

3.3 Application

This Code applies to all members of the Society of Radiography in Kenya (SORK)

4.0 REQUIREMENTS

4.1 Personal Conduct

A member of SORK shall conduct himself/herself with dignity both in public and in private.

4.1.1 *Manner of Dressing:*

The Member shall always dress in a manner that inspires confidence and respect to the profession. Always be neat, well groomed and appropriately dressed.

4.1.2 *Communication:*

The Member shall always express himself with decorum and respect. Avoid vulgar language. Address people with their appropriate titles and be compassionate where none is applicable.

4.1.3 *State of Mind:*

The Member shall always **avoid intoxication** and **vexation**. He/she shall not consume beverages or otherwise that impair work performance or judgement during working hours. In the Society, the Member shall always carry him/herself with dignity befitting a professional, depict and uplifting image of a dignified medical career.

4.1.4 *Transparency and Accountability:*

Members shall demonstrate the highest level of accountability and transparency to clients, employer and the public. Members should familiarize themselves with the provisions of the public officers' ethics act and the code of conduct provided by the employer, in public service – the code of regulations for civil servants and in the Private code as provided by the organization/employer.

4.1.5 Integrity:

He/she shall carry out duties with honesty and impartiality and dedication to the ideals of the profession in a manner geared to save life in making diagnosis and treatment to enhance client management.

- i) Personal Beliefs should not prejudice patients/client's care. Where such beliefs might affect the quality of care, the patient/client should be informed and advised on the possibilities of seeking assistance elsewhere and be informed of the limitations of the services available.
- ii) Members should avoid improper relationships with their patients, patients' friends and family members (for example, sexual relationships or exploitative financial arrangements, material or otherwise.)
- iii) Members should always guard against human rights violations of patients and officers serving under them, other members of staff within the organization and students under their mentorship.
- iv) Members should always refrain from providing a service that is not needed, whether it provides financial gain or not.
- v) Members should always prioritize the use of resources according to need and best practice considering the economic value and environmental safety.
- vi) Members should not be involved in any form of misappropriation of resources or acts of sabotage but embrace conscious rational spending of resources

4.1.6 Objectivity

He/she shall exercise fair judgement in matters pertaining to professional practise

4.1.7 Gambling

Members shall desist from Gambling activities which may impair work performance and/or lead to pecuniary embarrassment.

4.2 Professional Conduct

4.2.1 Integrity:

He/she shall uphold high standards of ethical behaviour:- avoiding acceptance of gifts or hospitality that may compromise his/her judgement or place him/her under an improper obligation.

4.2.2 Privacy:

He/she shall hold in confidence any information obtained in a professional capacity and use professional judgement where there is a need to share information for therapeutic benefit and safety of patient/client.

- i) The patients'/clients' customary norms should be observed in according privacy.
- ii) The Patients'/clients' rights to physical privacy should be up-held all times
- iii) Assist in the design of radiography departments that will provide such privacy as may be required professionally.

4.2.3 Patients care:

Members shall;

- i) Consider the safety and welfare of the patient to be paramount and put aside any personal views.
- ii) Respect each patient's needs, humanity, dignity, values, culture and vulnerability in the provision of services.
- iii) Take due diligence in dealing and managing persons with disability and observe gender sensitivity at all times.

4.2.4 Maintaining a professional practice.

Members shall:

- i) Always ensure that they have requisite licenses to operate.
- ii) Keep their equipment in good working order
- iii) Maintain proper hygiene in their working environment
- iv) Keep accurate and up to date patient records
- v) Sensitize/Train other employees to respect patient rights.
- vi) Avail their facilities for training in Radiography
- vii) Acknowledge the limits of their professional knowledge and competence. Operate in an environment that supports safe, competent and ethical practices.
- viii) Conduct all procedures and examinations in keeping with current safety measures.
- ix) Display all professional fees and charges
- x) Ensure issuance of receipts for all amounts levied
- xi) Mentor students and carry out On Job Training for any persons that for any reasons may be put under their care by virtue of their position
- xii) CME/CPD – Ensure self upgrade in technology, through formal/informal continuous learning.

4.3 Professional Ethics

4.3.1 Competence

Members shall;

- i) Acquire and maintain sound professional knowledge and skills and enhance the same through continuous professional education.
- ii) Attain CPD units/points as may from time to time be determined by the Society of Radiography in Kenya
- iii) Use equipment and accessories, employ techniques and procedures, perform services in accordance with the accepted standards of practice
- iv) Demonstrate expertise in minimizing radiation exposure to patients, self , other members of health care team and the public.

4.3.2 Leadership

Members shall:-

- i) Strive to steward their colleagues in all spheres of practice and ensure objectivity, selflessness, honesty, loyalty and decency as a professional.
- ii) Advice, support and counsel colleagues if and when necessary
- iii) Assess situations, exercise care, discretion and judgment – assumes responsibility for professional decisions and acts in the best interests of the patient.

4.3.3 Nepotism and favouritism

Members shall desist from any form of discrimination on the basis of sex, race, creed, religion or social economic status

4.3.4 Use of Electronic Media

Members shall make responsible use of internet, email, electronic and print media to communicate in a manner that is not discriminatory or damaging to the profession and the general good of the public.

4.3.5 Marketing of Professional Services

Members shall not bring the profession into disrepute, be honest and truthful and not make exaggerated claims for services offered, qualifications possessed or experience gained.

4.3.6 Fees and Remunerations

Members shall when entering into negotiations regarding professional services, ensure quality services are available at reasonable charges

4.3.7 Conflict of Interests

Members shall:-

- i) Seek to give priority to the investigation and treatment of patients solely on the basis of clinical needs.
- ii) Recommend or refer patients for necessary investigation and treatment only that serves the needs of the patient.
- iii) Refrain from coercing patients or family members to provide them (Members) with gifts or other undue benefits
- iv) Treat patients referred to them in the same manner they would treat their own patients.

5.0 ENFORCEMENT OF THE CODE

All the provisions of this code are binding to all members of the Society of Radiography in Kenya.

Members shall comply with the set out code of conduct and ethics, the constitution of SORK and provisions of the Kenya Radiography Bill.

5.1 Disciplinary Committee

- i) There shall be a SORK Disciplinary Committee
- ii) This committee shall comprise of five members nominated by the SORK Council.
- iii) This committee shall receive, investigate and respond to clients/ member complaints.

Compliance: Where a member fails to observe provisions of this code, whether directly or by agent, appropriate action shall be taken by the disciplinary committee.

This disciplinary committee shall deal with issues based on facts presented to it.

Penalties for misconduct shall include but not limited to;

- a) Reprimands
- b) Suspension from practice
- c) De-Registration from SORK

5.2 Reporting Complaints procedure

Any breach of the provisions of this code shall be reported to SORK in writing by either the client or member. The report shall specify the nature of the complaint, dates and actual place where the incidents took place. The complaint shall be logged upon receipt and issued with a number after which;

- i) SORK shall write to the party(ies) involved within 21 (twenty one) days of receipt of the report
- ii) SORK shall carry out its own investigation after which it shall call the Disciplinary Committee meeting(s) and give recommendations on the issue

5.3 Review of the Code

SORK shall make provision for the review of this code from time to time as may be deemed necessary.

The lifespan of this document is Ten (10) years.

6.0 CONCLUSION

It is envisaged that this code will;

- 1) Promote and safeguard high standards of practice
- 2) Provide benchmarks for members' self evaluation
- 3) Be a vehicle for occupational identity and maturity in the practice of this profession.

The code is not an end in itself; members shall comply with the applicable laws, rules and regulations at all levels.

The requirements of regulatory bodies shall be upheld as provided for in law and practice of this profession.

This document shall become effective from (date) and official stamp.

Signed by:

**President,
Society of Radiography in Kenya**

7.0 APPENDICES

APPENDIX 1



SOCIETY OF RADIOGRAPHY IN KENYA

(Formerly Association of Radiographers, Kenya: Registered 25/05/1962 Cert. of Exempt No. 1222)

Our Ref: **SORK/COE/APP/2012**

Golf Course Commercial Centre,
1st Floor, Room 1.14
P.O Box 30401 -00100 Nairobi,
Tel. /Fax: +254 20 272 0607
Mobile: +254 718 244 911
Email: info@radiography.or.ke
Website: www.radiography.or.ke

Format for report of gifts;

(Form A)

Report of gifts received

To: (*Approving Authority*) _____

Describe of offer: _____

Name and Title: _____

Company: _____

Relationship (Business/Personal): _____

Occasion on which the gift was/is to be received: _____

Description and (assessed) value of gift: _____

Suggested method of disposal

- Retained by receiving staff
- Retained for display as a souvenir in the office
- Shared among the officers
- Reserved as luck draw prizes at staff functions
- Donated to charitable organizations
- Return to providers
- Others (Please specify)

Name of receiving staff

Date

Title/ Department

Part B; Acknowledgement (to be completed by approving authority)

To (receiving staff) _____

The recommended method of disposal is *Approved/Not Approved.

The gift(s) concerned should be disposed of by way of: _____

Date

**Name of receiving staff
Title/ Department**

***Please delete as appropriate
(Form B)**

APPENDIX 2



SOCIETY OF RADIOGRAPHY IN KENYA

(Formerly Association of Radiographers, Kenya: Registered 25/05/1962 Cert. of Exempt No. 1222)

Our Ref: SORK/COE/APP/2012

Golf Course Commercial Centre,
1st Floor, Room 1.14
P.O Box 30401 -00100 Nairobi,
Tel. /Fax: +254 20 272 0607
Mobile: +254 718 244 911
Email: info@radiography.or.ke
Website: www.radiography.or.ke

Declaration of Conflict of Interest

Part A: - Declaration (to be completed by members)

To: (Approving Authority)

I would like to report the following existing/potential* conflict of interest situation arising during the discharge of my official duties:

Persons/Companies with whom/which I have official dealings and/or Personal Interest

- 1.
- 2.
- 3.

Brief description of my duties which involve the persons/companies mentioned above and these are the areas of real/possible conflict

- 1.
- 2.
- 3.

Name of receiving staff

Date

Title/ Department

Part B; Acknowledgement (to be completed by Approving Authority)

To: Declaring Member

The information contained in your declaration for _____ is noted. It has been decided that;

You should refrain from performing or getting involved in performing the work/participating in the deliberations regarding _____, as described in Part A, which may give rise to conflict of interest.

You should continue to handle the work/participate in deliberations regarding _____ as described in Part A, provided that there is no change in the information declared above.

Other conditions (please specify) _____

**Name of receiving staff
Title/ Department**

Date