

**National Nurses
Association
of
Kenya (NNAK)**

**CODE OF CONDUCT AND
ETHICS**

July 2009

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ABBREVIATIONS

APSEA	- Association of Professional Societies in East Africa
CAO	- Chief Administrative Officer
DON	- Division of Nursing
KACC	- Kenya Anti-Corruption Commission
MOH	- Ministry of Health
NCK	- Nursing Council of Kenya
NEC	- National Executive Council
NEO	- National Executive Officials
NNAK	- National Nurses Association of Kenya

ACKNOWLEDGEMENT

This Document has been prepared by National Nurses Association of Kenya in collaboration with National Executive Officials, National Executive Council, The Association of Professional Societies in East Africa, Nursing Council of Kenya, Division of Nursing-Ministry of Health, The Kenya Anti-Corruption Commission, NNAK National Chairman and Chief Administrative Officer, Kenyatta National Hospital in the pursuit of developing and managing the Association for the benefit of the members and all the stakeholders.

The NNAK NEO engaged the services of an expert to work on the draft with the assistance of a Code of Conduct framework guide developed by Kenya Anti-Corruption Commission. The draft Code was presented to NEC on 20th March 2008 for ratification.

FOREWORD

In 2006, the Kenya Anti-Corruption Commission (KACC) in Collaboration with the Association of Professional Societies in East Africa (APSEA) organized a workshop for Professionals Associations of diverse disciplines under the membership of APSEA.

The workshop whose theme was “*Governance, Ethics and Integrity among Professionals*” provided a platform for participants across the professional spectrum to identify challenges in upholding professionalism and good governance in the various sectors. The participants were expected to propose resolutions to address diminishing professional ethics and integrity within the professional practice as a way of enhancing good governance in the delivery of professional services and addressing corruption within the sub-sector of the economy.

The workshop identified twelve resolutions which provided a road map to addressing governance and ethical issues within the professional fraternity. One of the key resolutions was the need for Professional Associations to formulate Codes of Conduct and Ethics and enforce compliance.

It is in this regard, that National Nurses Associations of Kenya (NNAK) National Executive Officials (NEO) responded to this noble call and in collaboration with members, APSEA, KACC and stakeholders formulated this Code of Conduct which was presented to National Executive Council (NEC) on 20th March 2008 for ratification.

The NEO and NEC is committed to ensure implementation of the Code and compliance through the Secretariat, NEC, Branch Chairmen, Specialists, Chapter Chairmen and other partners.



LUKE SIMBA KODAMBO
NATIONAL CHAIRMAN
National Nurses Association of Kenya

CODE OF CONDUCT AND ETHICS FOR NATIONAL NURSES ASSOCIATION OF KENYA (NNAK), MARCH 2008

1.0 PREAMBLE

The National Nurses Association of Kenya (NNAK) is an association of professional nurses based in Kenya. It is a member of;

- Association of Professional Society of East Africa (APSEA)
- The International Council of Nurses (ICN)
- The Commonwealth Federation of Nurses (CNF)
- The Nursing Council of Kenya (NCK)
- East Central and Southern Africa College of Nursing (ECSACON)

NNAK collaborates with the Ministry of Health in various health related matters and all issues concerning nursing as a professional practice. The association also collaborates with various public and private bodies in developing and enhancing partnerships for the good of the Association and its affiliates. The Association has a mandate to:

- i) To promote quality nursing care and maintain the honour, interest and practice of all the aspects of the profession.
- ii) To promote and maintain high standard of nursing education
- iii) To stimulate, encourage and participate in nursing research
- iv) To promote co-operation between this body and other National and International professional bodies
- v) To promote good understanding between the Association and employing agencies and consumers
- vi) To act as a local representative body of the nursing profession in whatever circumstances that may arise
- vii) To promote high standard of nursing ethics, conduct and practice, which is organized and functions unrestricted by consideration of nationality, race, creed, politics, age, sex or social status
- viii) To assist wherever possible NNAK members who by reason of adversity or ill health are in need of help
- ix) To arrange and hold periodic meetings of the Association for professional, education and social purposes

The Nursing profession through Nursing Council of Kenya and the National Nurses Association must ensure the creation of a sound educational program designed to train proficient nursing practitioners equipped with knowledge relevant to the needs of the Kenyan Community which include:

- i) Health
- ii) Law and Ethics
- iii) Skills and
- iv) Attitude

The Nurses' Act provides the framework for protection of the public, to the nursing profession as a vehicle for achieving, maintaining and increasing competence and excellence. It also caters for the means to remove the right to practice from those who cease to be competent or develop unethical procedures in the health service.

2.0 OBJECTIVES OF THE CODE OF CONDUCT FOR NNAK

The objective of the Code of conduct is to enable the NNAK to realize its objectives as stipulated in the constitution and to ensure a standard of operational behaviour and practice which is in tandem with the overall practice of Nursing and continued professional development of the members and its employees (secretariat).

This Code of Conduct also takes cognizance of the Association's Philosophy, vision and Mission as stipulated herein.

Philosophy

Nurses believe:-

- i) In the dignity, equality and individuality of man
- ii) In the welfare of the nurses
 - a. That NNAK must promote and broaden nursing education and

maintain high standards of nursing practice.

- b. That NNAK has a responsibility to act on behalf of nurses in regard to promotion of appropriate conditions of employment e.g. salaries, pension and related matters.

- iii) That all people have a right to quality health care regardless of race, creed, ethnic background, social status, political convictions, age, sex or color.

- iv) That all individuals, families and communities should be involved in the management of their health.

- v) That the needs of a person are too complex to be met by a single profession. Thus NNAK recognizes the interdependence of various disciplines and subscribes to the team approach in the care of a patient.

- vi) That NNAK shall remain non-partisan i.e. not be controlled or influenced by or support any political party.

PART ONE- PRELIMINARY

1. Citation

This Code may be cited as National Nurses of Kenya Code of Conduct and Ethics

2. Definition

In this Code unless the context otherwise requires, “**Member**” means a member registered with the National Nurses Association of Kenya (NNAK)

3. Application

This Code applies to all members of the National Nurses Association of Kenya

PART TWO - REQUIREMENTS

4. Guiding Principles

- i) Integrity:* All members shall manifest a high standard of integrity and shall be able to pass the integrity test at all times.
- ii) Professionalism:* A high sense of professional standard shall be maintained in practice and in all dealings with patients.
- iii) Service delivery:* The highest standard of service delivery to the public shall be developed and maintained.
- iv) Respect:* Respect is reciprocal and must be enhanced by all for the harmony of the association in terms of interpersonal interactions and professional activities.
- v) Transparency and accountability:* All members and especially the office bearers demonstrate the highest level of accountability to the members. Transparent transaction of business must be the norm.
- vi) Justice:* A just organization ensures equal treatment and meting out just opinion and judgment on all members.
- vii) Leadership* is the stewardship to success and all members must strive to provide leadership in all spheres of practice and ensure the members are objective, selfless, honest, loyal and decent as professionals.

The following attributes shall be observed:

- i) Abuse of office, misuse of power and office privileges shall be discouraged and if detected shall be dealt with appropriately.*
- ii) Work place harassment: In all its forms e.g. sexual, nepotism etc shall be discouraged and dealt with firmly.*
- iii) Equal opportunity: The association shall provide equal opportunities to all for training and all other association activities in the work place.*
- iv) Use of association property: The use of the organization's property shall be in the best interest of the association and its membership.*
- v) Maintaining records: There shall be a well kept record and documentation of all association matters for posterity.*
- vi) Employee Health Safety: Safety, especially in the health care environment shall be guaranteed and action taken once safety is compromised.*
- vii) Political Association: The association is and shall always be non-political and shall endeavour to treat all members equally without consideration of one's political alignment. The tenets of neutrality shall be advanced.*

5. Nursing Responsibilities

The responsibility of nurses is to endeavour to help people attain, retain and regain health. This is a process through which care is provided to individuals, families or community concerning their health issues.

A nurse shall in the course of his/her work assume responsibility for individual nursing action and judgment. Individually or collectively, the nurses' responsibility is to the patient/client.

6. Integrity

All members of NNAK shall be persons of integrity. Nurses shall carry out their duties with honesty, impartiality and dedication to the ideals of the Association and the Code.

A nurse must have personal integrity so that he/she can respect patient confidentiality. Disclosure of information shall be strictly done within rules and guidelines as provided for by various institutions and relevant laws and consent of the patient where applicable shall be obtained. Public gossip about a patient shall not be tolerated. Confidentiality must be maintained at all times.

7. Gifts, Benefits, Favours Etc

A member of NNAK shall not accept gifts, benefits or favors from patients where these may influence or may be seen to influence his or her decision.

8. Fees & Other Types of Remuneration

Members of NNAK shall contribute a prescribed fee and may receive remuneration for specific assignments stipulated in the Constitution of the Association or as may be agreed on by a Standing Committee of the Association.

9. Marketing Professional Services

Members of NNAK shall not bring or act in a manner that may bring the profession (Association) into disrepute when marketing or in the process of their professional calling/duties.

10. Conflict of Interest/Misuse of Office

A member of NNAK shall not use his/her position or connection to achieve personal gain or to confer benefit upon others with whom he/she has an interest i.e. friends, family etc.

11. Nepotism/Favouritism

Members of the Association shall not favour relatives, friends or associates in decision making or provision of services and/or in professional development.

12. Outside Employment/Business Interests

A member of the NNAK shall not engage in business or part time employment which is in conflict with his/her employment or membership of the Association.

13. Conduct in Public and in Private

Members of NNAK shall carry themselves with dignity and decorum in private and in public.

14. Respect

A member of NNAK shall not deliberately injure the professional reputation or practice of another member. Cases of unethical, illegal or unfair practices shall be dealt with through the laid down disciplinary procedures of the Association.

15. Non Discrimination

Members of the Association shall not discriminate directly or indirectly against individuals or clients on grounds of age, gender, race, color, tribe, sex, mental status, disability, political or religious affiliation etc.

16. Sexual Harassment

A member of NNAK shall not sexually harass any member of the public, patient or professional colleague.

17. **Work Place Harassment**

A member of NNAK shall avoid unwelcome, abusive, belittling or threatening behavior to his/her fellow professional colleagues.

18. **Professional Competence**

Every member of NNAK shall acquire and maintain sound professional knowledge and skill and enhance the same through continuous professional education. NNAK members shall be required to attain Continuous Professional Development units as may from time to time be determined by the NCK

19. **Confidentiality**

Members shall generally maintain high level of confidentiality as between themselves and particularly with regard to:

- Use and disclosure of client information
- Personal information
- Disclosure of the Association information

20. **Custody of Client Assets**

Members of NNAK in public or private practice shall not assume custody of client property or monies unless permitted to do so by law in compliance with professional regulations.

21. **Protection of NNAK Assets**

Members shall provide protection to NNAK assets so as to ensure that they are used in the best interest of the Association.

22. **Use of Internet, E-Mail and Electronic Media**

Every member shall make responsible use of internet, e-mail, electronic and print media to communicate in a manner that is not discriminatory or damaging to the association and the general good of the public/ stakeholders

23. Alcohol and Drug Abuse

Members shall not consume alcohol excessively so as to impair work performance or impair judgment nor take prohibited drugs.

24. Gambling

Gambling is not permitted for public servants. NNAK members shall desist from gambling activities which may impair work and/ or lead to pecuniary embarrassment.

25. Dress Code

Members shall dress decently and appropriately as provided for by the nursing profession.

26. Political Association/Alignment

NNAK shall be a non-political Association. While members are not barred to belong or subscribe to some political entity, politics shall not be accepted to the extent that it negatively affects the activities and membership of the Association

27. Corporate Social Responsibility

Members shall participate both as individuals and as an Association in corporate social activities which will enhance the image of NNAK and also contribute to the general welfare of the targeted groups.

28. Whistle Blowing

Corruption in all its forms must be stopped and NNAK members shall take a lead in reporting cases of corruption to the KACC. Mechanisms for confidentiality of the informants are in place.

29. Enforcement of the code

NNAK through the branch officials and the NEO shall be responsible for ensuring that the Code is implemented, understood and observed by the members.

The NEO and the branch officials shall ensure members comply with the code. Failure to follow the guidance given may lead to disciplinary action through the laid down procedures.

All members of the National Nurses Association shall comply with all the regulations and requirements as set out in this code and the constitution of NNAK and other provisions by the NCK. Members shall maintain a high personal integrity, moral standards and sound reputation by subscribing to this code.

30. Complaints Structure

NNAK in collaboration with NCK shall receive, investigate and respond to clients/ members complaints.

31. Review of the Code

NNAK through the NEO shall make provision for the review of this Code of Ethics from time to time as may be deemed necessary.

32. CONCLUSION

This Code of Ethics for NNAK members and clients is an attempt to bring on board all issues appertaining to the general conduct of its members in line with the practice of the profession of nursing in Kenya and in conformity with internationally accepted standards.

It may not cover every aspect, but with periodical reviews other new aspects will be included. The Code is not an end in itself; members shall comply with applicable laws, rules and regulations at all levels. The requirements of Regulatory bodies will be upheld as provided for in law and practice of Nursing.

This document shall become effective from this day; **16th July 2009**

Signed by:



**National Chairman,
National Nurses Association of Kenya**

APPENDICES

APPENDIX 1

Format for report of gifts

(Form A)

Report of gifts received

To: (Approving Authority) _____

Description of Offer _____

Name and Title: _____

Company: _____

Relationship (Business/Personal) _____

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

Description & (assessed) value of gift _____

Suggested method of disposal

- o Retained by receiving staff
- o Retained for display/ as a souvenir in the office
- o Shared among the officers
- o Reserve as luck draw prize at staff function
- o Donate to charitable organization
- o Return to provider
- o Others (please specify)

Date

**Name of receiving staff
Title/Department**

Part B -Acknowledgment (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 approving Authority
Title/Department**

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

APPENDIX 2

Declaration of conflict of interest

Part A-Declaration (to be completed by member

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 of interest.

- 1
- 2
- 3

Date

**Name of declaring member
Title/Department**

Part B-acknowledgment (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) -----

Date

Name of approving authority
Title

11. REFERENCES

1. William Lore, Health, Law and Ethics, May 1990
2. Nursing Council of Kenya, Code of Ethics and Professional Conduct for Nurses, March 2006
3. NNAK, Constitution, revised 2006
4. The Advanced Oxford English Dictionary