

**SECTION - ADMINISTRATION
ADMINISTRATIVE DIRECTIVE NO. 178
(Replaces AD 178 dated 12/15/2005)**

Effective Date: November 9, 2006

SUBJECT: ORGANIZATIONAL ETHICS

I. PURPOSE

Coalinga State Hospital (CSH) strives to be ethical, legal, honest, and promote fair relationships with our Individuals' along with the Communities we serve, and with employees, payers, suppliers, and other health care providers: to describe the role of the Medical Staff Bioethics Committee, the Patients' Rights and Organizational Ethics and a process to access consultation for an ethical concern, issue, or dilemma.

II. AUTHORITY

Overall ethical behavior is guided by organizational structures and codes such as; State of California, (Business & Professions Code 310-313.5), State Administrative Manual, Coalinga State Hospital, Medical Staff Bylaws, Patients Rights Policies, Professional Organizations and Individual Professionals Code of Ethics, and Professional Standards of Care and Practices.

III. POLICY

As a health care organization CSH acknowledges its responsibility to the Individuals and community it serves to conduct its business and Individual care operations within a consistent ethical framework as defined by its Mission, Vision, Values and related policies. CSH follows policies and procedures mandated by the State of California to avoid any conflict of interest in contractual relationships. Procedures and requirements for contract providers are detailed in the State Administrative Manual.

IV. METHOD

Functioning mechanism/method that addresses ethical concerns or issues arising in clinical practices and within the organization. This mechanism or method may take the form of an Ethics Committee or some other identified procedure for addressing ethical issues, including professional ethics committee members who provide that service. The following are ethical responsibilities CSH has to those identified stakeholders, which is reflected in its philosophies and procedures.

A. Ethical responsibility to Patients' (Patients' Rights):

Treatment and rehabilitative services are provided for Individual safeguarding their dignity, self-respect, autonomy, civil rights; concern for positive self-esteem and regard, involvement in their own care, and relevant demands of dispositional setting.

Individuals can access the facility Contracted Patients' Rights Advocate via phone and written requests. The Advocate provides a complete advocacy program per Title IX of the California Administrative Code and associated regulations.

Individual confidentiality is provided in accordance with HIPAA requirements and within the Wellness Recovery Treatment Model (WRTM). All information that is shared within the WRTM is to provide comprehensive, effective treatment. Any information that impacts safety, security and/or public protection shall be reported immediately to the Department Head.

The Research and Human Subjects Committee, in compliance with applicable laws pertaining to rights of patients' and facility policies and procedures, shall monitor all research conducted at Coalinga.

B. Ethical Responsibility to Employees

CSH strives to treat employees respectfully and justly while providing a work environment that ensures employee safety and well being. As an equal opportunity employer, provides a work environment that fosters open communication and employee participation.

C. Relationships with Community Agencies, Educational Institutions, other Health Care Facilities.

Admission, transfer and discharge are based on multidisciplinary assessments in accordance with local, state, and federal regulation and superior court order. Clinical decisions, including decisions to admit or discharge an Individual Served are made by attending clinicians based on identified Individual Served health care needs. Conflicts that may arise regarding admissions or discharges are addressed in hospital policy. Transfers of Individual's Served are determined by the court mandates, or in the event a determination that requires treatments that are beyond the capabilities of CSH.

CSH searches for opportunities for collaboration with community agencies and organizations, educational institutions, and other health care facilities to promote medical research and education, and improve the communities' health and wellness status. The hospital plans to have a formal teaching relationship with various colleges and universities. We will adhere to their established ethical guidelines when our affiliation is confirmed. In addition, Coalinga plans to provide intern placement for various public and private educational institutions in several disciplines.

Ethical Marketing Practices

Marketing efforts reflect only the services needed and available, as well as accurate information regarding licensure and accreditation. Activities reflect only truthfulness, fairness, accuracy, completeness, and sensitivity to the health care needs of the organization and Individuals Served.

D. Ethical Relationships with Payers and Supplies

CSH values strong relationships with payers and suppliers, honoring contractual agreements and financial responsibilities. CSH strives to be responsible towards improving services, utilize cost containment by utilizing an appropriate degree of resources to maximize positive outcomes. CSH does not solicit work performance or make decisions that benefit outside parties. CSH maintains ethical billing practices through: training of those involved in billing of those services provided provisions of itemized billing statements. The State of California predominantly pays for cost of care. In the event that an Individual has medical insurance, the provider is billed under the terms of the coverage. If the Individual has the ability to contribute to the cost of hospitalization, Cost of Care procedure is outlined in A.D. 644 Trust Office Responsibilities.

E. Potential Conflicts of Interest

Employees do not use their position to profit personally or assist other profiting in any way at the expense of the organization or of the people served; to this end, staffs complete and sign a conflict of interest disclosure statement.

V. RESPONSIBILITY

The Executive Director will review any contractual relationship which could be a potential conflict of interest or which might interfere with the CSH's mission or values. CSH staffs' will maintain adherence of all ethical guidelines and standards, participate in training about such standards, and obtain consultation as needed

A. Access to the Ethics Committee/ Request for Ethical Consultation

Any Individual, employee, or family member who feels an ethical concern, issue, or dilemma in the course of delivery of treatment services; or who seeks to request an ethical consultation, may request such by use of the form entitled "Access to the Ethics Committees" (Attachment). The form once initiated will be sent to the Standards Compliance Office. The Standards Compliance Director will screen and forward the request to the appropriate reviewing body. An initial response will be provided within 30 days or sooner.

B. Role of the Bioethics Committee and the Patients' Rights and Organizational Ethics Committees:

1. The Medical Staff Bioethics Committee is patient focused and functions in an advisory capacity. Its functions are: Case review and consultation, Research and education, and Policy advisor to the Governing Body
2. The Patients' Rights and Organizational Ethics Committee is an interdepartmental, cross functional group. Its functions are: Provide consultation regarding policy and procedures, Recommend education related to patient's rights and ethical processes, Consultation regarding ethical conflicts from staff, Individuals, and families.



W.T. VOSS
Executive Director

Cross Reference(s):

- A.D. No. 101 Administrative Directives
- A.D. No. 210 Research & Human Subjects Committee
- A.D. No. 644 Trust Office Functions

Attachment: Access to the Ethics Committee Form

COALINGA STATE HOSPITAL
ACCESS TO THE ETHICS COMMITTEES

SEND TO: Standards Compliance Director
Coalinga State Hospital
P.O. Box 5000
Coalinga, CA 93210
Ph: 559-935-7312 Fax: 559-935-7271

Date: _____

Description of ethical concern, issue, or dilemma (if more space is needed, use reverse):

What role or relationship do you have to the issue described?

Submitted by: Staff Member Patient Family Other (Explain: _____)

Your name: _____

Work Location: _____ Shift: _____

Work Phone: _____ Days Off: _____

If a family member or other, provide home phone # _____

Address: _____

FOR STANDARDS COMPLIANCE USE ONLY

Date: _____

Ethical consideration referred to: Bio-Ethics Committee Patients' Rights Advocate
 Patients' Rights & Organizational Ethics Committee Other (Explain: _____)
 No referral made

SCC Comments:

