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| CODE OF ETHICS | | | | NO. 25 | |
| **Preamble**  The preservation of the highest standards of integrity and ethical principles is vital to the responsible discharge of obligations in the clinical disciplines / professions at Winning Wheels, Inc. This Code of Ethic sets forth the fundamental principles and rules considered essential to this purpose.  Individuals engaged in clinical practice at Winning Wheels shall abide by this Code of Ethics and by specific clinical practice guidelines set forth by its national accrediting professional organization(s) that govern its behavior and outline its scope of practice. Such practice includes, but is not limited to, the use of extenders for therapists.  Actions that violate the spirit and purpose of this Code shall be considered unethical. Failure to specify particular responsibility or practice in this Code of Ethics shall not be construed as denial of the existence of such responsibilities or practices.  The fundamentals of ethical conduct are described by Principles of Ethics and Rules of Ethics as they relate to responsibility to persons served, to the public, and to the clinical professions of speech-language pathology and audiology, therapeutic recreation, social services, physical and occupational therapy, nursing and cognitive therapy.  Principles of Ethics, aspirational and inspirational in nature, form the underlying moral basis for the Code of Ethics. Individuals shall observe these principles as affirmative obligations under conditions of professional activity.  Rules of Ethics are specific statements of minimally acceptable professional conduct or of prohibitions and are applicable to individuals engaged in clinical practices denoted above.  **Principles of Ethics I**  A. Individuals shall provide services competently.  B. Individuals shall use resources, including referral when appropriate, to ensure that high-quality service is provided.  C. Individuals shall not discriminate in the delivery of professional services on the basis of race, sex, age, religion, national origin, sexual orientation, gender, or handicap condition. | | | | | |
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| D. Individuals shall inform the persons they serve of the nature and possible effects of services rendered and products dispensed.  E. Individuals shall evaluate the effectiveness of services rendered and of products dispensed and shall provide services or dispense products when benefit can reasonably be expected.  F. Individuals shall not guarantee the results of treatments or procedures, directly or by implication; however, they may make a reasonable statement of prognosis.  G. Individuals shall not evaluate or treat solely by correspondence.  H. Individuals shall maintain adequate records of professional services rendered and products dispensed and shall allow access to these records when appropriately authorized.  I. Individuals shall not reveal, without authorization, professional or personal information about the person served professionally, unless required by law to do so, or unless doing so is necessary to protect the welfare of the person or for the community.  J. Individuals shall not charge for services not rendered, nor shall they misrepresent services rendered or products dispensed.  K. Individuals shall use persons in research or as subjects of teaching demonstrations with their informed consent.  L. Individuals shall withdraw from professional practice when substance abuse or emotional or mental disability may adversely affect the quality of services they render.  **Principles of Ethics II**  Individuals shall honor their responsibility to achieve and maintain the highest level of professional competence.  *Rules of Ethics*  A. Individuals shall engage in the provision of clinical services when they hold the appropriate Certificate of Clinical Competence or when they are in the certification process and are supervised by an individual who holds the appropriate Certificate of Clinical Competence. | | | | | |
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| B. Individuals shall engage in aspects of the professions that are within the scope of their competence, considering their level of education, training and experience.  C. Individuals shall continue their professional development throughout their careers.  D. Individuals shall delegate the provision of clinical services only to persons who are certified or to persons in the education or certification process who are appropriately supervised. The provision of support services may be delegated neither to persons who are certified nor in the certification process when a certificate holder provides appropriate supervision.  E. Individuals shall prohibit their professional staff from providing services that exceed the staff member's competence, considering the staff member's level of education, training and experience.  F. Individuals shall ensure that equipment used in the provision of services is in proper working order and is properly calibrated.  **Principle of Ethics III**  Individuals shall honor their responsibility to the public by promoting public understanding of the professions, by supporting the development of services designed to fulfill the unmet needs of the public, and by providing accurate information in communications involving their professions.  *Rules of Ethics*  A. Individuals shall not misrepresent their credentials, competence, education, training, or experience.  B. Individuals shall not participate in professional activities that constitute a conflict of interest.  C. Individuals shall not misrepresent diagnostic information, services rendered, or products dispensed or engage in schemes or artifices to defraud in connection with obtaining payment or reimbursement for such services or products.  D. Individuals' statements to the public shall provide accurate information about the nature and management of communication disorders, about the professions, and about professional services. | | | | | |
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| E. Individuals' statements to the public - advertising, announcing, and marketing their professional services, reporting research results, and promoting products shall adhere to prevailing professional standards and shall not contain misrepresentations.  **Principle of Ethics IV**  Individuals shall honor their responsibilities to the professions and their relationships with colleagues, students and members of allied professions. Individuals shall uphold the dignity and autonomy of the professions, maintain harmonious interprofessional and intraprofessional relationships, and accept the professions' self-imposed standards.  *Rules of Ethics*  A. Individuals shall prohibit co-workers under their supervision from engaging in practices that violate the Code of Ethics.  B. Individuals shall not engage in dishonesty, fraud, deceit, misrepresentation, or forms of conduct that adversely reflects on the professions or on the individual's fitness to serve persons professionally.  C. Individuals shall assign credit to those who have contributed to a publication, presentation, or product. Credit shall be assigned in proportion to the contribution and with the contributor's consent.  D. Individuals' statements to colleagues about professional services, research results, and products shall adhere to prevailing professional standards and shall not contain misrepresentations.  E. Individuals shall not provide professional services without exercising independent professional judgment.  F. Individuals who have reason to believe that the Code of Ethics has been violated shall inform the appropriate Ethical Practice Board. Such violators may be subject to disciplinary action imposed by the employing organization and will be reported to the proper authorities, as indicated.  G. Individuals shall cooperate with the appropriate Ethical Practice Board in its investigation and adjudication of matters related to this Code of Ethics. | | | | | |
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