



# PHYSIOTHERAPISTS CODE OF CONDUCT AND ETHICS

**MAY 2023** 



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#### **ABBREVIATIONS**

APSEA - Association of Professional Societies in East Africa

EACC - Ethics and Anti-Corruption Commission

KSP - Kenya Society of Physiotherapists

MOH - Ministry of Health

NEC - National Executive CouncilNEO - National Executive OfficialsPCK - Physiotherapy Council of Kenya

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#### **FOREWORD**

I am pleased to present the Code of Professional Conduct and Ethics for Physiotherapists in Kenya. The code specifies the standards of ethics, conduct and performance expected of registered physiotherapists. The key mandate is to protect the public by promoting high standards of professional conduct, professional education, training and competence among physiotherapists.

This Code outlines the standards of ethical behavior and conduct that the public expects from physiotherapists. It is essential that all registered physiotherapists read, understand and meet the standards set out in this Code. In line with the goal of PCK to protect the public by fostering high standards of professional conduct, education, training and competence among registrants, adopting this Code is a major milestone in this process. As the profession develops, the Council is committed to continually review these standards, in doing so, ensuring that they remain both relevant and comprehensive. We expect that all physiotherapists will comply with these standards and that the consistent application of these standards will bring great honour to our profession and our members in the eyes of the public. We look forward to working with physiotherapists, employers and our service users towards realizing the aspirations of a respected and ethical profession.

Henry Opondo Council Chairperson

#### **ACKNOWLEDGEMENT**

The development of Physiotherapy Codes of Professional Conduct was a collaborative process undertaken by a dedicated team from the PCK with several key stakeholders and partners. Several meetings, contributions and inputs were received towards enriching the document, I wish to express my gratitude to each one who contributed through various forms towards the success of this guidelines. Much gratitude to Chairperson of the Council, Henry Opondo, and all the other Council members; Dr Daniel Nyamongo, Teresa Ogumbo, Rahab Ngatia, Victoria Musyoka for providing leadership and availing necessary resources for the exercise

I wish to also appreciate the following members who contributed significantly towards its success; Martha Mmasi ,the Chief Physiotherapist MOH, Daniel Kangutu, the HOD Physiotherapy KMTC, Dickson Okumu, Head of Rehabilitation Services KNH, Elizabeth Mwikali ,Head of Rehabilitation Sevices KUTRRH, Oliver Keitany ,Deputy Chief Physiotherapist MTRH ,Dr Naomi Wanjiru , Lecturer Moi University and Dr Wallace Karuguti, Lecturer JKUAT.

Finally, I wish to thank all other members of the PCK Secretariat, partners and stakeholders who contributed in one way or another in ensuring its success.

Douglas Kotut

Chief Executive Office

#### INTRODUCTION

The Physiotherapists Council of Kenya was established under the Physiotherapists Act No 20 of 2014 with the object and purpose of ensuring general supervision and control over the training and practice of physiotherapists in Kenya. PCK is also responsible for advising the Government on all matters related to the practice and regulation of physiotherapists. The Act specifically provides that PCK shall perform the following roles:

- Prescribe the minimum educational requirements for persons wishing to be registered as physiotherapists under this Act;
- Consider and approve the qualifications of physiotherapists for the purposes of registration;
- Maintain a register of all persons registered as physiotherapists;
- Prescribe and conduct examinations for purposes of registration under this Act in collaboration with the approved institutions;
- Approve institutions other than those established or accredited under the Universities Act, 2012, or the Technical and Vocational Education and Training Act, 2013 for the training of physiotherapists;
- License the private practice of physiotherapists;
- Establish and maintain a professional code of conduct for all persons registered under this Act;
- Regulate the professional conduct of registered physiotherapists and take such disciplinary measures as may be appropriate to maintain proper professional standards;
- Establish, approve and accredit programs for continuing professional educational programs for physiotherapists.

It is in the pursuit of the above broad objectives that PCK has adopted this professional code of conduct and ethics. PCK is specifically mandated to establish and maintain a professional code of conduct for all persons registered under the Physiotherapists Act No 20 of 2014. The Disciplinary Committee established under the Act will enforce this Code of Conduct and Ethics.

#### Mission

To advance standards of physiotherapy practice and training through continuous skills development, research, development of appropriate guidelines and regulations.

#### Vision

To have competent and ethical physiotherapy practitioners that are responsive to local and global health needs.

#### Core values

- Integrity and Professionalism
- Innovative
- Responsive
- Customer focused
- Transparency and accountability
- Ethical Practice
- Utmost Respect for Human Life

#### CODE OF CONDUCT AND ETHICS

#### PART 1 - PRELIMINARY

#### 1.Citation

This code may be cited as the Physiotherapists Code of Conduct and Ethics. This Code applies to all persons registered by the Physiotherapists Council of Kenya in accordance with the Physiotherapists Act No 20 of 2014 and the Physiotherapists Rules, 2017.

#### PART II - REQUIREMENTS

#### 1. Physiotherapy Ethical Principles

All Physiotherapists shall uphold the ethical principles and respect the rights of all individuals, clients, patients, Physiotherapists, and the physiotherapy profession. They shall also comply with all the requirements as set out in this Code, maintain high personal integrity, moral standards and sound reputation by subscribing to and observing this Code. In all professional activities a Physiotherapist represents the profession, whose foundation is based on the ideal of service to the individual and the community, as expressed in the ethical principles. In all circumstances a Physiotherapist is expected to behave in a manner that will enhance the honor of the profession. These ideals are embodied in the following ethics:

- (i) Respect the rights and decorum of all individuals;
- (ii) Act in accordance with the laws and regulations governing the practice of physiotherapy in the country;
- (iii)Recognize responsibility for the exercise of sound judgment;
- (iv) Provide honest, competent and accountable professional services;
- (v) Be committed to providing quality services according to quality policies and objectives defined by the Physiotherapy Council of Kenya and the Kenya Society of Physiotherapists (KSP);
- (vi) Be entitled to a just and fair level of remuneration for services rendered;
- (vii) Provide accurate information to clients, to other agencies and the community about physiotherapy and the services physiotherapists provide;
- (viii) Contribute to the planning and development of services, which address the health needs of the community.

#### 2. The Rights and Dignity of all Individuals

Respect for the dignity of the individual is the cornerstone of professional practice. Therefore, the relationship between a Physiotherapist and any recipient of professional service or a colleague shall be one of mutual trust and respect, based on a clear recognition of the rights of all parties. The existence of honest, tolerance and truthfulness in the relationship is implied.

#### 3. Rights of the Patient / Client

A patient / Client has;

- (i) The right to receive quality physiotherapy service.
- (ii) The right to be protected from over servicing and to receive physiotherapy only as long as it is beneficial. A commitment of service, not of self-interest, may rightfully be expected from members of the profession.
- (iii) A right to privacy, and willingness to relinquish this should never be taken for granted. At all times the patient / client shall be treated by a Physiotherapist with sensitivity and mindfulness of his/her dignity as a human being.
- (iv) A right to provision of sufficient and correct information regarding assessment findings, treatment options, possible treatment outcomes and inherent or potential risks, in a manner that is understandable, such that informed consent to treatment may be given or withheld.
- (v) The right to expect to benefit from all the resources available to the Physiotherapist for the best possible health care. Therefore, the Physiotherapist should refer the patient/ client to a more suitably qualified person/facility, when appropriate.
- (vi) The right to self-determination and to make his or her own life decisions. This includes the right to:
  - Exercise freedom of choice in seeking and obtaining physiotherapy services/options or alternative care. A patient / client shall not be denied any request for a second physiotherapy opinion.

• Choose to cease treatment and accept a level of disability even if further physiotherapy may improve such situation.

#### 3. Rights of the Physiotherapist

- A Physiotherapist has the right to:
- (i) Professional independence and autonomy.
- (ii) Freedom from unwarranted attacks on his / her honor, reputation and competency.
- (iii) To be informed of any written complaint of unprofessional conduct against him / her and to be given every reasonable opportunity to defend him / herself against such charges in accordance with the rules of natural justice, the Physiotherapists Act No 20 of 2024 and The Physiotherapy Rules, 2017
- (iv) Expect co-operation from colleagues/client/employer, patients.
- (v) Decline /object to treat or intervene when, in his/her opinion, the service will not be in the best interest of the recipient.
- (vi) Just and fair remuneration for professional services rendered.

#### 4. Duty to the profession

The Profession has the right to expect:

- (i) Loyalty of its members and to protect itself from any disrepute that may be brought by incompetent, unethical or illegal behaviour of any member.
- (ii) That its good name shall not be brought into disrepute by public argument.
- (iii) That those who practice physiotherapy have the qualification, competence and experience to do so.
- (iv) That the practice of physiotherapy shall not be undermined by the indiscriminate teaching of physiotherapy skills to non-physiotherapists
- $(v)\ Professionalism\ to\ other\ professionals/clients/public.$

#### 5. Integrity

A Physiotherapist shall be a person of integrity. He / she shall carryout his duties with honesty and impartiality.

#### 6. Gifts, benefits, favor

A Physiotherapist shall not expect and or solicit gifts, benefits or favors from clients. For those Physiotherapists in private and public institutions the issue shall be handled as stipulated in the respective policy guidelines for specific institutions with regard to gifts, benefits and favors. The Physiotherapy Council of Kenya shall be guided by the policy guidelines of the specific institutions that have them in place. For institutions or members in private practice who do not have these guidelines, they will inform the Council of the said items for guidance on how they should be handled.

In circumstances where members of the Council or any person receive gifts or donations on behalf of the Council, such gifts and donations shall be surrendered and registered with the Council. The Council shall give guidelines on how the items can be stored or disposed of without compromising the credibility and integrity of the Profession.

#### 7. Professional Fees

When entering into negotiations regarding professional services, clients shall be guaranteed quality services at reasonably set charges, which currently exist in public and recognized private institutions (Physiotherapy fees 2023). The Council rules shall apply to other Physiotherapists who do not fall within public or private institutions.

#### 8. Conflict of Interest / Misuse of Position

A Physiotherapist shall not use his position or connection to attempt to gain or to confer a benefit upon others with whom he has an interest, such as family members, friends, relatives, business associates or colleagues. In the event of any real or potential conflict of interest, the same will be reported to the Council, recorded and a decision made in respect of the conflict.

An example of conflict of interest is diverting patients for personal gain See Appendix 2 for the Declaration of conflict of interest form

#### 9. Nepotism / Favoritism

A Physiotherapist shall not favor relatives, friends or associates in decision making or provision of services.

#### 10. Outside employment / business

A Physiotherapist shall not engage in any other business or part-time employment during the employer's official working hours that may be in conflict with his/her employment without direct authorization.

#### 11. Conduct in Public

A Physiotherapist shall carry out himself/herself in dignity both in public and private. S/he shall not carry himself/herself in a manner that would degrade the profession. I.e. being drunken and disorderly, use of unbecoming language.

#### 12. Respect

A Physiotherapist shall not intentionally injure the professional reputation or practice of another member. However, if a Physiotherapist has evidence that a colleague has been guilty of unethical, illegal or unfair practices, including practices in violation of this code, he/she should present the information using the laid down procedures to the Physiotherapy Council of Kenya for appropriate action.

#### 13.Non - discrimination

A Physiotherapist shall not discriminate directly or indirectly individuals on the ground of age, gender, race, color, ethnic origin, marital status, disability, economic status or any other ground.

#### 14.Sexual Harassment

A Physiotherapist shall not sexually harass a member of the public or a fellow colleague/client, caregivers in the course of practice/prior to employment.

#### 15. Workplace Harassment

A Physiotherapist shall avoid unwelcome, abusive, belittling or threatening behavior to his / her fellow colleagues.

#### 16. Obligation of a physiotherapist

A Physiotherapist shall maintain professional knowledge and skills required to provide patients / clients with competent professional services and act diligently in accordance with applicable technical and professional standards required in the profession.

Acquire prescribed minimum CPD points annually.

#### 17. Marketing Professional Services

All Physiotherapists, whether in Private, faith-based organization, non-governmental organizations / public practice shall not bring the profession into disrepute. Everyone shall be honest and truthful and shall not:

- Make exaggerated claims for services offered, qualifications possessed or experience gained; or
- Make disparaging references to unsubstantiated comparisons to the work of other members.

#### 18. Confidentiality

A Physiotherapist shall maintain confidentiality of information disclosed by a prospective client or employer.

- (i) Areas of confidentiality shall include:
- Use and disclosure of client /patient clinical information
- Personal information of patients /clients
- Disclosure of Council information and communications marked as confidential
- Information related to security and management of institutions
- (ii) A Physiotherapist shall maintain confidentiality even in a social environment and should be alert to the possibility of inadvertent disclosure, particularly in circumstances involving long association with a business associate.

- (iii) A Physiotherapist shall take all reasonable steps to ensure that staff under his or her control and persons from whom advice and assistance is obtained adhere to the confidentiality requirements stipulated by the Council.
- (iv) The need to comply with the principle of confidentiality continues even after the end of relationships between a member and a client or employer. When a Physiotherapist changes employment or acquires a new client, the Physiotherapist is entitled to use prior experience. The Physiotherapist shall not, however, use or disclose any confidential information either acquired or received as a result of a professional or business relationship.
- (v) The following are circumstances where members are or may be required to disclose confidential information or when such disclosure may be appropriate:
  - a. Disclosure is permitted by law and is authorized by the client or the employer;
  - b. Disclosure is required by law, for example;
  - c. Production of documents or other provision of evidence in the course of legal proceedings; or
  - d. Disclosure to the appropriate public authorities of infringements of the law that come to light and
- (vi) There is a professional duty or right to disclose, when not prohibited by law;
  - a. To comply with the quality review of a member body or professional body;
  - b. To respond to an inquiry or investigation by a member body or regulatory body;
  - c. To protect the professional interests of a KSP and PCK member in legal proceedings; or
  - d. To comply with technical standards and ethics requirements.
- (vii) In deciding whether to disclose confidential information, a member should consider the following points:
  - a. Whether the interests of all parties, including third parties whose interests may be affected, could be harmed if the client or employer consents to the disclosure of information by professional.

- b. Whether all the relevant information is known and substantiated, to the extent it is practicable; when the situation involves unsubstantiated conclusions, professional judgment should be used in determining the type of disclosure to be made if any; and
- c. The type of communication that is expected and the parties to whom it is addressed should be appropriate to recipients.

#### 19. Custody of Client Assets

A Physiotherapist in public / private practice shall not assume custody of client monies or other assets unless permitted to do so by law and if so, in compliance with any additional responsibilities prescribed by the Council.

#### 20. Use of Internet, Email and Electronic Media

A Physiotherapist shall not knowingly transmit, view, print, retrieve, download or store communication of a discriminatory or damaging nature (such as computer viruses) threatening or harassing nature or any email inappropriate for the business environment.

A physiotherapist shall Use social media in a responsible way adopting the same professional standards expected in other forms of communication with service users and others. Always consider the possible impact on service users and others before publishing any material, information or comments on social media, taking care to avoid abusive, unsustainable or defamatory comments. Social media shall not be used to accuse colleagues, clients, etc

#### 21. Alcohol and Substance Abuse

A Physiotherapist shall not consume alcoholic beverage, narcotic substances, khat during working hours /be intoxicated in work place/report to work intoxicated.

#### 22. Dress Code

A Physiotherapist shall be neat, well-groomed and properly dressed particularly when discharging professional duties.

All Clothing must be modest and of nature that lends itself to the dignity of the profession

- Skirts /dresses should be knee length and below
- Refrain from putting on revealing clothing, Shorts, culottes and jeans in work places/attending to clients
- Reasonably short nails
- Well kempt hair
- Have appropriate professional badges (professional IDs)
- Put on scrubs /dust coats when attending to patients

#### 23. Enforcement of Ethical Standards

- (i) The Council through the Disciplinary Committee shall be responsible for enforcement of this Code.
- (ii) At all times a member shall:
  - a. Respect the rights and dignity of all individuals;
  - b. Help all those who seek his/ her professional service, without discrimination, fear or favour;
  - c. Give honest, competent and accountable professional service;
  - d. Recognize the extent and limitation of his / her professional expertise and undertake only those activities that are within his / her professional competence;
  - e. Hold in confidence all personal information entrusted to him /
    her except where disclosure is in the best interest of his / her patient /
    client / colleague(s) /community;
  - f. At all times maintain the highest standard of professional competence and continually update and extend his / her professional knowledge and skills:
  - g. Contribute to the planning and development of services which enables individuals within the community to achieve optimum health; unless there is a proper reason to act otherwise in a particular instance.

Where a member fails to observe any of the above provisions or where a member has committed, whether directly or by agent, a breach of this Code appropriate action will be taken by the Disciplinary Committee as provided in section 32 of the Physiotherapists Act No 20 of 2014.

- (i) The disciplinary Committee shall deal with the issue based on the facts presented to it. Penalties for misconduct will include but not limited to; reprimanding, suspension from practice and deregistration, as prescribed under the Physiotherapists Rules, 2017
- (ii) Failure to follow the guidance given by this constitute may constitute professional misconduct and may attract penalties prescribed by the Council or applicable rules.

#### 24. Reporting / Complaint Procedures

Any breach of the provisions of this Code shall be reported to the Physiotherapy Council of Kenya in writing by either the client or member in accordance with the prescribed rules. The report shall specify the nature of the complaint, the dates and actual place where the incident took place. The complaint shall be lodged upon receipt and issued with a number after which:

The Council shall deal with the matter in accordance with the relevant provisions of the Physiotherapists Rules, 2017.

## 25. Comply with obligations regarding registration You must:

- a. inform the Physiotherapy Council of Kenya within 7 days if you have been convicted of a criminal offence.
- b. inform the Physiotherapy Council of Kenya within 7 days if your employer or another body has suspended you or placed restrictions on your practice because of concerns about your conduct or competence
- co-operate with any investigations or formal inquiry into your professional conduct, the professional conduct of others, or the care or services provided to a service user
- d. practice in the name(s) under which you are registered and always use your PCK registration number when representing yourself as a registered Physiotherapist

- e. include your PCK registration number in all certificates, reports or other formal documents for which you are responsible, and in any information that you publish about your practice or services
- f. if you change your name, address or employment, notify the Physiotherapy Council of Kenya concerned, as soon as is practicable.

## 26. Act within the limits of your knowledge, skills, competence and experience

You must:

- a. act within the limits of your knowledge, skills, competence and experience
- b. practice only in areas in which you have relevant knowledge, skills, competence, experience or are appropriately supervised.
- c. refer the service user to a colleague or other appropriate professional who has the skills, competence or experience to help the service user where a task is beyond your knowledge, skills, competence or experience.
- d. refer the service user promptly to another professional and transfer any records relating to the service user to the other professional in circumstances where the service user has the right to a second opinion and it is within your authority to make such a referral.
- e. make sure you understand any request from another health or social care professional and only assess, intervene or treat a service user if it is in the service user's best interest. If this is not the case, you must discuss the issue with the service user and the practitioner who made the referral before providing any service.
- f. be able to justify any decisions you make within your scope of practice. You are always accountable for what you do, what you fail to do, and for your behaviour
- g. meet professional standards of practice and work in a lawful, safe and effective manner.

#### 27. Keep your professional knowledge and skills up to date

#### You must:

- a. ensure that your knowledge, skills and performance are of a high standard, up to date and relevant to your practice
- b. participate in continuing professional development (CPD) on an ongoing basis.

#### You should:

- a. consider the support and guidance provided by KSP and PCK regarding CPDs.
- b. keep a record of the activities you have completed.

## 28. Communicate effectively with service users and others involved in their care

#### You must:

- a. identify yourself to service users before you provide any professional service to them.
- b. communicate sensitively, effectively, honestly, and appropriately with service users, taking into account the particular needs of children and vulnerable adults.
- c. ensure that services are put in place so that you can communicate effectively with service users, avoiding the use of family members as interpreters as far as possible.
- d. use language that is clear and easy to understand.
- e. respond to service users' questions professionally, honestly and openly.
- f. communicate clearly and effectively with other members of the team involved in the care of the service user in order to ensure the safety and continuity of care.

#### 29.Assist, advise and support colleagues, recently qualified registrants and students

#### You should:

assist, advise and support colleagues, recently qualified registrants and students in your profession to develop the professional skills, values, attributes, attitudes and behaviour they will need when dealing with service users and staff.

#### 30. Teach, supervise and assess students and other professionals

When you are involved in teaching, supervision and assessment:

You must:

a. do so fairly and respectfully using agreed criteria.

You should:

b. meet your professional obligation to teach, train and mentor other Physiotherapists in specified practice areas.

#### 31. Supervise tasks that you delegate to others

You must:

- a. acknowledge that service users have the right to assume that the person providing assessment, intervention, treatment or service to them has the knowledge, skills and competence to do so.
- b. only delegate to a person who you believe to have the knowledge, skills, competence, and experience to carry out the task safely and effectively or to a person who is appropriately supervised.
- c. understand that you are accountable for any task you delegate to another practitioner and that you are responsible for any task you delegate to a student or to another person.
- d. understand that if a student or another professional is unwilling to carry out a task because they do not think they are capable of doing so safely and effectively, you must not force them to do so. If their refusal raises a disciplinary or training issue, you must deal with this separately. The service user must never be put at unnecessary risk.

#### You must not:

Ask anyone to do anything which is outside their knowledge, skills, competence, and experience unless they are supervised in that task by an experienced practitioner.

#### 32. Keep accurate records

You must:

a. keep clear and accurate and up-to-date records in line with the policies and procedures set out in your workplace or as dictated by relevant guidelines or legislation.

- b. make sure that all records are: complete, legible (if handwritten).
- c. identifiable as being made by you, using your registered name and registration number.
- d. dated and timed.
- e. completed as soon as practicable following assessment, intervention or treatment.
- f. clear and factual.
- g. if you supervise students, review each student's entries in the records and record that you have done so.
- h. store and use records according to data protection legislation, and other relevant legislation and policies governing your practice.
- i. protect information in records against loss, damage or access by anyone who is not allowed to access them.
- j. make sure that if records are updated, previously recorded information is retained.
- k. understand that service users generally have a right to obtain copies of their records, subject to certain limited exceptions.
- ensure that records are retrievable for service users throughout the designated retention period.

Records are all information collected, processed and held in manual, electronic or any other format pertaining to the service user and service user care. Records include data, demographics, clinical data, images, unique identification, investigation, samples, correspondence and communications relating to service users and their care.

#### 33.Undertake research in an ethical manner

When you engage in research.

You must:

- a. submit your research proposal to the relevant research ethics committee and get ethical approval before starting the research.
- b. follow guidance laid down in legislation and issued by relevant authorities.
- c. obtain voluntary, informed consent from service users in line with the procedures laid down by the research ethics committee.

- d. collect, protect and destroy data in line with relevant legislation.
- e. ensure that a service user's refusal to take part in research does not influence the delivery of service to that service user in any way.
- f. make sure that, if you receive any payment or other financial benefit directly or indirectly from a pharmaceutical, medical device or other commercial organisation to conduct research, this does not influence the design or interpretation of your research.
- g. address any potential conflict of interest and disclose any payment or benefit you have received from a pharmaceutical, medical device or other commercial organisation in any publication of research results.
- h. follow accepted guidelines in scientific journals concerning intellectual property, copyright and acknowledging the work of others.
- i. make sure you do not distort or misuse clinical or research findings.

#### You should:

- a. take part in research or support the research of others where possible
- b. make sure that the welfare of each research participant is not adversely affected
- c. disseminate or circulate the research findings widely to further the evidence base of the profession.

#### 34.Review

This Code shall be reviewed periodically as deemed appropriate by the Council but not later than 4 years

Chairman Physiotherapy Council of Kenya

CEO, Physiotherapy Council of Kenya

#### **APPENDICES**

## APPENDIX 1-Format for report of gifts

(Form A)	
Report of gifts received	
Го: (Approving Authority)	
Description of Offer	
Name and Title:	
Company:	
Relationship (Business /Personal)	
Occasion on which the gift was / is to be rece	ived
Description and (assessed) value of gift	
Suggested method of disposal	
<ul> <li>Retained by receiving staff</li> </ul>	
• Retained for display / as a souvenir in	the office
Shared among the officers	
<ul> <li>Reserve as luck draw prize at staff fun</li> </ul>	
• Reserve as fuck draw prize at stail full	iction
Donate to charitable organization	action
Donate to charitable organization	iction
<ul><li>Donate to charitable organization</li><li>Return to provider</li></ul>	iction
Donate to charitable organization	iction
<ul><li>Donate to charitable organization</li><li>Return to provider</li></ul>	iction
<ul><li>Donate to charitable organization</li><li>Return to provider</li></ul>	Name of receiving staff
<ul> <li>Donate to charitable organization</li> <li>Return to provider</li> <li>Others (Please specify)</li> </ul>	
<ul> <li>Donate to charitable organization</li> <li>Return to provider</li> <li>Others (Please specify)</li> </ul>	Name of receiving staff
<ul> <li>Donate to charitable organization</li> <li>Return to provider</li> <li>Others (Please specify)</li> </ul>	Name of receiving staff Title / Department
<ul> <li>Donate to charitable organization</li> <li>Return to provider</li> <li>Others (Please specify)</li> </ul> Date	Name of receiving staff Title / Department
<ul> <li>Donate to charitable organization</li> <li>Return to provider</li> <li>Others (Please specify)</li> <li>Date</li> </ul> Part B – Acknowledgment (to be complete To (receiving staff)	Name of receiving staff Title / Department d by approving authority)
<ul> <li>Donate to charitable organization</li> <li>Return to provider</li> <li>Others (Please specify)</li> <li>Date</li> </ul> Part B – Acknowledgment (to be completed)	Name of receiving staff Title / Department d by approving authority)  proved / Not Approved
<ul> <li>Donate to charitable organization</li> <li>Return to provider</li> <li>Others (Please specify)</li> <li>Date</li> </ul> Part B – Acknowledgment (to be complete to (receiving staff) The recommended method of disposal is *Apple of the provided provi	Name of receiving staff Title / Department d by approving authority)  proved / Not Approved
<ul> <li>Donate to charitable organization</li> <li>Return to provider</li> <li>Others (Please specify)</li> <li>Date</li> </ul> Part B – Acknowledgment (to be complete to (receiving staff) The recommended method of disposal is *Apple of the provided provi	Name of receiving staff Title / Department d by approving authority)  proved / Not Approved
<ul> <li>Donate to charitable organization</li> <li>Return to provider</li> <li>Others (Please specify)</li> <li>Date</li> </ul> Part B – Acknowledgment (to be complete to (receiving staff) The recommended method of disposal is *Apple of the provided provi	Name of receiving staff Title / Department d by approving authority)  proved / Not Approved

#### **APPENDICES**

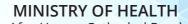
#### APPENDIX 2-Declaration of conflict of interest

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: Person/companies with whom /which I have official dealings and for personal interest Brief description of my duties which involve the persons/companies mentioned above and these are the areas of real/possible conflict of interest Name of declaring member 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 deliberation regarding as described in part A. which may give rise to conflict of interest. You should continue to handle the work / participated 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 approving authority
Title / Department

Date





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