

**STATE OF NEVADA
BOARD OF EXAMINERS FOR
LONG TERM CARE ADMINISTRATORS**

CODE OF ETHICS

PURPOSE:

To assure that the public, state government and those who come under its supervision have trust and confidence in this Board's activities and decisions. The goal is to establish a set of expectations that will help to guide individual Board members in their deliberations and actions. The intention is to provide broad but practical guidelines that address certain important ethical issues pertinent to Board service.

PRINCIPLES:

1. To ensure that the public will have access to competent, safe and ethical administrators of long-term care facilities through Board activities.
2. To emphasize the importance that Board members are familiar with the laws, rules, policies and procedures that pertain to their service.
3. To ascertain that Board members serve at the pleasure of their appointing authority.
4. To stress that all Board members must avoid any actual or perceived conflict of interest that may compromise their integrity or that of the entire group.
5. To understand that Board members avoid relationships and activities that could affect their duties adversely.
6. To constantly keep in mind that members understand the importance of representing the public interest at all times and that their actions should never appear to be on behalf of private organizations or groups.

PERTINENT DETAILS:

In order to meet the above-stated purposes and principles, it appears prudent that the following details be recalled at all times by the Board both collectively and individually. This document does not propose to spell out actions and activities in great detail nor is it meant to have the force of law. Instead, the hope is that all Board members recall these recommendations during the performance of their duties.

1. Personal Attributes of Board Members:

Although the Board does not in itself select the membership, it often can influence or recommend individuals who are suitable to join the group. The precise qualities of potential new appointees often can be difficult to define, but they should have characteristics likely to assure public trust and confidence. Among such attributes are:

- a. Recognized integrity;
- b. A history of public service;
- c. A commitment to the Board's mission;
- d. Good knowledge, best developed through considerable experience of long-term care;
- e. Respect for others (not only Board members but also for administrators and for public views/opinions);
- f. Consumer advocacy; and
- g. A sense of fairness.

Of great importance is an understanding of the difference between minimal and high standards of practice. The candidate also should be able to help in building consensus and avoiding conflict.

2. Board Decisions and Actions:

All Board recommendations, decisions and actions should strongly consider the public's interest even though, as a licensing agency, it must give major consideration to the professionals with whom it deals in all of its deliberations. The mechanism by which decisions are made and the resulting actions must be matters of public record. As is the rule in Nevada, these actions are always subject to open meeting laws. Important general considerations are:

- a. That the Board scrupulously follow all rules/regulations which pertain to its activities;
- b. That these laws be reviewed periodically so that they are known to all;
- c. That all Board actions be fair, equitable, impartial and nonpartisan;
- d. That all Board activities be documented carefully;
- e. That individual members cannot serve as spokespersons for the Board unless properly designated to act in that capacity; and
- f. That equivalent licensure criteria are applied to all potential licensees.

Board decisions must be focused on its mission; these decisions must be reported to all concerned (the public, all licensees and appropriate databanks). Board disciplinary

actions must include due process, confidentiality, no prejudgment and adherence to proper process as established by the representative of the State Attorney General assigned to the Board for this purpose.

3. External Activities and Relations of Individual Board Members:

These actions should be of a high moral and ethical nature at all times, always reflecting favorably on the Board's integrity. If conflicts of interest arise, Board members should consult an impartial third party (preferably another Board member, the Attorney General's representative or the Board leadership). The behavior of members must meet all ethical considerations as stated herein or as are generally acceptable. It is imperative that personal and financial conflicts of interest be avoided consistently. Maintenance of confidentiality is essential. A Board member should not serve as an officer or Board member of a professional trade association. Privacy must be respected and confidential information must never be disclosed. Actions or statements made to others outside of the Board should not be designed to influence the outcome of Board activities.

4. Accountability:

The Board and its members are accountable to those whom it serves, namely the public, plus the practitioners it licenses who depend on the fair and equitable adoption and application of statutes and regulations. To this end, attention should be paid to the following important principles. These include:

- a. Proper record keeping including licenses, complaints, disciplinary action, and accurate budget and financial reports;
- b. Maintaining criteria to review the complaint process including an accurate tracking system, timely complaint resolution, avoiding bias, adequate investigative resources, proper reporting of actions to a central database and expedited dispute resolutions;
- c. Public relations efforts such as websites, press releases, if indicated, useful educational materials, newsletters as needed, information on Board meetings, surveys/feedbacks; and
- d. Attention to evaluation of Board member performance including a high level of attendance, interaction with other Board members during regular meetings and, in special committees, noting that members are knowledgeable about ethical and legal issues concerning Board activities and honesty about any personal agendas.