



وثيقة

القيم الجوهرية وأخلاقيات المهنة وحماية حقوق الملكية الفكرية

Kasr AL-Ainy

2021





PREFACE TO THIRD EDITION

This code of conduct has been designed as a set of rules or principles to be followed by all the Kasr Al Ainy workforce (students, academic as well as non-academic staff, nurses, administrators in addition to work place personnel), so as to ensure the highest caliber of moral standards within this prestigious establishment, which has faithfully served the community over a period of more than 180 years, by providing it with services to the underprivileged sector of the society as well as graduating many eminent physicians and researchers in various fields of medicine.

The present edition of the code is a continuation of the previous editions, with several new additions to the content. These additions include the following items: ethics of animal research, patient's rights when used as teaching tools, plagiarism, and copyrights regulations as well as "The Egyptian Law for Ethics in Medical Practice" (No.238 /2003). Certain topics previously covered in the first edition have also been expanded upon, such as the dress code and the implementation procedure for violations to this code.

We hope that the Code in its present form will be a more insightful guide to ethical professional behavior, particularly with respect to interaction between all individuals in the workplace based on mutual trust, respect and responsibility, ensuring the highest quality of patient-care, and community service.

Hala Talaat Salah El Deen

Dean of the Faculty of Medicine,

Cairo University



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Kasr Al-Ainy
1827
Authenticity - Leadership – Reference

Kasr Al-Ainy Code of Conduct

“The reputation of a thousand years may be determined by the conduct of one hour”.

Proverb



Faculty Mission

- To graduate quality physicians capable of implementing various levels of health care practices, following medical ethics and ready for continuing professional development.
- To train specialized physicians to conduct advanced scientific research, apply updated technologies and follow national and international medical standards.
- To care for the development of the competitive edge of human resources, serve the community and share in solving national health problems.

FACULTY VALUE SYSTEM (SEHA)

S: Service Quality and social responsibilities

E: Excellence.

H: Honesty.

A: Authenticity.



METHODOLOGY

First stage edition of the code:

- **Nomination of the Code of Conduct Committee** by the Dean of the Faculty: Prof. Dr. Dawlat Salem; Prof. Dr. Soheir Mahfouz ;
- Prof. Dr. Maha El Rabbat; Prof. Maher Fawzy
- **Reviewing of International Codes designed by schools of Medicine;**
- **Brain storming** for a Code of Conduct suitable for the Egyptian society and culture;
- **structure** of the Code ;
- **Reviewing of the Code by the committee** of senior professors ;
- **Addition of the legal responsibilities ;**
- **Dissemination** to the various Faculty departments for revision and feedback;
- **Approval** by the Faculty Council;
- **Dissemination** to the Faculty ,students and administrators;

Second addition edition of the code 2012/2013:

- The code was revised by the dean of the faculty and the team, some items were proposed to be added as, patient's rights, plagiarism and copy rights regulations as well as "The Egyptian Law for Ethics in Medical Practice.

Third addition edition of the code 2020/2021:

- In the year 2021/2022 the code was revised by the dean of the faculty and the team, some items were added as, intellectual property right protection.



PURPOSE OF THE CODE

This code has been designed according to appropriate ethical and legal standards necessary to help in the running of our establishment institution. The obligations outlined in the code apply to and govern the relationships ,interactions and dealings with patients, physicians, students, staff members (senior and junior), assistant staff, business dealings as well as with the community. This Code is mandatory and must be followed.

TO WHOM IT APPLIES

The Code applies to Academic and Clinical faculty members: namely residents, undergraduate and postgraduate students, staff members as well as the non-academic staff (nurses and all ,employees)). The above mentioned, should all abide by the policies and procedures stated in the Kasr Al-Ainy Code of conduct .conduct.

THE CODE

"Principles, values, standards, or rules of behavior that guide the decisions, procedures and systems of an organization in a way that: (a) contributes to the welfare of its key stakeholders; and (b) respects the rights of all constituents affected by its operations." 2007 International Good Practice Guidance

The relationship between teacher-student, teacher – teacher and teacher /student – administrators and individual relationships between all personnel should be based on mutual trust, respect, and responsibility. This relationship should be carried out in a professional manner, in harmonious learning, research as well as in the in clinical/hospital, environment, ensuring ethical conduct and high quality patient-care, at all times.



A) Leadership and the Code

Institutional administrators are role models, who set the best example by complying with the code of conduct. Their main role is to ensure that all personnel and closer contacts comply with the laws, regulations, and policies of the institution. They also provide the necessary advice and resources to resolve any ethical dilemmas that may arise. They must also help to create an environment of collegiality that promotes the highest standards in the best interest of faculty members, students, patients and researchers.

B) Staff and Employee Commitments and Responsibilities

1. Individual Responsibility:

Ethics and academic integrity are the responsibility of every employee, faculty members and students. All must abide by the rules of conduct. , or student Therefore, every member of the Faculty and staff, and any other person acting on behalf of Kasr Al Ainy, is responsible for ethical conduct consistent with this Code. The administration, department chairpersons and others in supervisory positions must also assume responsibility for ensuring that their personal conduct and the conduct of those under their care comply with this Code.

- a) **Conflicts of interest:** All Kasr Al-Ainy employees and faculty staff must be particularly aware of context in which there is a conflict of interest
- b) **Confidential information:** Kasr Al-Ainy is entrusted with many kinds of confidential and private information. It is hence mandatory that no unauthorized disclosures of sensitive information be made, either during or after employment by those who have access to such material.
- c) **Gratuities and Kickbacks:** Kasr Al-Ainy employees and faculty staff shall not give, offer, or promise anything of value to any government official or



person to enhance relations or for the purpose of receiving favorable treatment.

2. To the Patients:

All members of the Kasr Al-Ainy work force are committed to:

- a) **Provide quality care** that is sensitive, compassionate, and cost effective; assuring that patient care has the highest clinical priority.
- b) **Respect of patient autonomy** by discussing treatment options with the patient and obtaining their or their family or guardian's consent in matters related to their treatment (shared decision making), as well as communicating **truthfully** and honestly with them.
- c) **Avoid discrimination** based on any of the following: age, gender, medical condition, national, ethnic or racial origin, appearance, physical or mental disability, political affiliation, religion, socioeconomic and/or intellectual status.
- d) **Treat** all patients respectfully.
- e) Ensure **confidentiality** of patient records.
- f) Don't accept anything of value from patients.

3. To Colleagues and Students:

The faculty members and administrators work together in a spirit of cooperation and collegiality and are committed to maintain the highest standards of academic conduct by:

- a) Working in a setting that treats all colleagues and students with fairness, dignity, respect, affording them an opportunity to grow and to develop professionally, and to work in a team environment in which all ideas are considered. (**RESPECT**)
- b) Providing students with a comfortable atmosphere that would enable them to learn without abuse, harassment, or humiliation.
- c) Assuring that assessments and evaluations are conducted in a fair unbiasedly manner.
- d) Communicating truthfully with students, academic and nonacademic colleagues (**HONESTY**).



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- e) Ensuring the use of language, appearance, and behavior fitting to the professional setting.
 - f) Avoid damaging the reputation of other members of the healthcare and/or working team.
 - g) Striving to provide the highest quality of teaching, by preparing adequately for all classes, using evidence-based content, arriving on time, and admitting any gaps in knowledge.
 - h) Striving for continuous improvement in our teaching efforts by responding to feedback and evaluation.
 - i) Demonstrating respect for our students by following even the simplest positive practices e.g. silencing mobile devices during classes.
 - j) Making sure that our students do not take actions that are inconsistent with professional ethics.
 - k) Acknowledging that the teacher-student relationship is a model for the doctor-patient relationship and striving to bridge the gap between students and staff by: answering their queries promptly, exercising concern for their problems, and treating them with compassion.
 - l) Respecting other people's intellectual property in research /copyrights.
 - m) Demonstrating honesty and integrity in all academic endeavors, particularly examinations, research, and patient care.
 - n) Ensuring the safety of the services provided, by accepting responsibility for errors through disclosure as well as proper analysis and implementing necessary changes that would prevent similar events from happening in the future.



Unacceptable behavior:

- Inappropriate comments concerning, racial background, religion, physical or mental ability, socioeconomic or intellectual status.
- Threat of/or actual physical contact of any kind i.e. any form of physical violence as grabbing, pushing, or even throwing of instruments or other available objects.
- Assigning tasks for punishment rather than for educational benefit or denying equal educational opportunities as a form of punishment.
- Use of public humiliation or intimidation or verbal harassment as a method of teaching or use of insulting language when referring to someone else.
- Lowering of grades as a form of punishment rather than as an evaluation of performance.
- Preferential treatment, particularly in the evaluation and admission process, because of a close relationship or financial and benefits.



Responsibility and Commitment to the Outside Community

- a) Any organization involved in the financing of personal health services:** Kasr Al-Ainy is committed to dealing with them in a way that demonstrates the commitment of the establishment to contractual obligations and reflects our concern for quality, healthcare, cost effectiveness and benefit to healthcare.
- i. Billing reflects accuracy and conforms to existing Egyptian laws and regulations. Employees, faculty or staff of the Kasr Al-Ainy are prohibited from knowingly presenting claims for payment or approval of such claims, which are false or illegal.
 - ii. Claims are submitted only for services provided.
- b) Business counterparts:** Kasr Al-Ainy is committed to complying laws with rules, regulations, and sound business practices with honesty and integrity.
- i. Compliance with laws: Personnel will transact the business of the Kasr Al-Ainy in compliance with the laws of the jurisdictions pertaining to that business.
 - ii. Compliance with contractual and grant obligations: In addition to laws and regulations with respect to billing issues, a high priority will be placed on the obligations of Kasr Al-Ainy under its contractual arrangements with the government, suppliers, donors, and others.
 - iii. Compliance with standards of integrity and quality: Kasr Al-Ainy recognizes that it must maintain a reputation for integrity, and any appearance of misconduct or impropriety can be very damaging. Employees, faculty, and staff must strive, at all times, to maintain the highest levels of standards of conduct and professional appearance.
- c) To the communities we serve:** Kasr Al-Ainy Medical School and its members are committed to:
- i. Understand the needs of the communities being served and provide them with quality, cost- efficient and effective healthcare.



We realize as an academic teaching facility that we have a responsibility to help those in need and to maintain and uphold our community's ethical standards.

- ii. Proper maintenance of the environment, and strict adherence to all applicable environmental laws and regulations with respect to the disposal of all medical and hazardous waste.

C) Student Commitments and Responsibilities

It is the duty of the student to:

1. Show respect to other students, patients, and teachers as individuals, without regard to race, religion, age, gender, or national origin.
2. Strive for excellence with respect to acquisition of knowledge, attitudes and skills necessary for the delivery of the highest standard of patient care.
3. Attend all learning sessions as required, including all lectures, practical classes, patient presentations and small group sessions.
4. Demonstrate respect towards teachers and colleagues by complying with the expectations defined by the faculty.
5. Abide by the designated dress code for Kasr Al-Ainy Medical School.
6. Work effectively in teams, respecting the contributions of all members, assuming a fair share of responsibility, and performing leadership tasks that are based on rendering service to others.
7. Recognize our obligations towards our faculty, sharing information and helping others to achieve both professional and personal aspirations.
8. Respect the intellectual property of others and use online resources, in a manner that is consistent with that respect.
9. Demonstrate honesty and integrity in all clinical and academic aspects, including examinations, research, and patient care.



D. Laboratory Personnel Commitments and Responsibilities

1. All lab personnel should be acquainted with the principles of ethics governing laboratory services conforming to cultural and traditional observances in Egypt.
2. They should also be acquainted with the legal aspects governing the proper running of a laboratory practice.
3. The personnel should be taught ethics of sample taking and treatment of patients as individuals with dignity.
4. All lab personnel should understand the codes of conduct between the laboratory physician and the patient's treating doctor.

E. Research Commitments and Responsibilities

Kasr Al-Ainy follows high ethical standards in any research conducted on its premises. Kasr Al-Ainy does not tolerate the misuse of research funds received from governmental or private sources.

1. Faculty staff and employees involved in research projects are responsible for assuring that all research finances are used for the purpose designated by the grant or contract and that all accounts properly reflect the expenses.
2. Researchers should strictly adhere to the appropriate research guidelines and maintain the highest ethical standards in all their written and oral communications regarding their projects.
3. Research should be conducted in an ethical manner. The results should be reported truthfully, and credit given to all those involved in the work, including them in the final publication.
4. Regard the confidentiality and the privacy of patients and research participants as a central obligation.
5. Obtain a written consent from all participants.



6. Research should be conducted only after the approval of the Cairo University Hospital Research Ethics Committee (REC) and The Faculty Research Committee.
7. A humanitarian approach to animal research involving considerations in situations that may incur suffering on live animals: commitments and responsibilities include the following:
 - Ensuring proper nutrition and healthy living conditions for all types of experimental animals including good animal houses with proper supervision and good veterinary care for any complications that may ensue during their incarceration.
 - Animal experiments are justified only if they are going to provide new information that can contribute to saving human life and there are no other alternative methods of study available.
 - Resolving to invasive techniques on animals only as a last resort if there is no other alternative method for study, such as using cell cultures or using computer models instead of sacrificing the animal.
 - Reduction of the number of animals to be studied to the minimum required for acquiring data.
 - Researchers should mention in their experimental design how they intend to protect the animals used in the study and present a justification for why they have to use whole animals for their particular research. This should be submitted to the Research ethics committee for approval.
 - Pain causing tests, should be performed under anesthesia to avoid unnecessary suffering for the animal. Animals that will live to suffer pain or marked disability should be terminated humanely.
 - Animal experiments are justified only if they are going to provide new information that can contribute to saving human life and there are no other alternative methods of study available.



Copyrights and Plagiarism

- 1) Use of any National or International copyrighted material should entail obtaining the author's permission prior to publication of any such material.
- 2) Kasr Al-Ainy materials (books, research material, teaching material or quoted statements etc....) should be copyrighted to preserve the rights of the author/s and the institution.
- 3) Plagiarism is considered as academic misconduct and is unacceptable in any of its forms and. It entails either copying another person's text and/or ideas claiming them as one's own or collaboration with another party unofficially. Methods of plagiarism from textbooks, illustrations, websites, lecture notes, handouts or published articles include:
 - A) *Cutting and pasting* someone else's data, text, or illustrations without changing the language.
 - B) Paraphrasing: changing the words or the order of the words without mentioning the reference or acknowledging the author.
 - C) Passing somebody else's work or ideas as one's own.
 - D) Including someone else apart from the approved research team in the project.

In order to avoid plagiarism, you must give credit when:

- You use another person's ideas, opinions, or theories.
- You use facts, statistics, graphics, drawings, music, etc., or any other type of information that does not comprise common knowledge.
- You use quotations from another person's spoken or written word.
- You paraphrase another person's spoken or written word.

NB: Any material submitted for publication should first be checked for duplication by the available software on the faculty premises and a stamped letter of approval should be submitted with the manuscript



F. The Patient's Rights When Used as a Teaching Method

1. Teachers and medical students should both acquire the patient's consent or the consent of the patient's guardian (if < 12 yrs/ unconscious or disabled) to involve him / her in group teaching or clinical demonstration sessions.
2. Special permission is required from the patient /guardian if a student wishes to observe the surgical procedure.
3. Teachers must explain precisely what will be involved and how many students will be present.
4. The patient has the right to demand a friend or family member accompany him/her during the teaching process.
5. If the patient feels uncomfortable at any time during the history taking or examination, he / she have the right to withdraw without further consequences related to the quality of treatment they are receiving.
6. A limited number of medical students (not more than 3) should be allowed to examine a single patient per physical sign.
7. Examination should be stopped if the patient becomes distressed or in pain; and the Examination procedure should never incur pain.
8. Teachers responsible for clinical teaching must provide effective supervision of their students and act as role models themselves in their bedside manner and approach to the patient.
9. Teachers must introduce themselves to the patient and introduce the participating students who will be performing the examination and both should try to put the patient at ease by adopting a friendly personal approach which appreciates the role of the patient and his contribution to the learning process.
10. Students are responsible at all times for keeping any personal information divulged during the history taking or examination as strictly confidential.



H. Kasr Al-Ainy Dress Code

Purpose

To establish basic guidelines for **appropriate, conservative** dress that promotes a positive image of Kasr Al-Ainy Faculty of Medicine while allowing maximum flexibility and providing due consideration to safety and sound medical practice.

Responsibility

The Faculty dress code policy attempts at developing some broad guidelines involving staff members, physicians, nurses, students, technical staff and administration. Many departments and offices however have at least some uniqueness in terms of operating needs, such as public expectations and safety. Departments and offices may establish more strict requirements, based on their particular business needs.

It should be known that professional, non-professional staff and students will be denied admission to various functions if their manner of dress is inappropriate.

- ***Professional, Managerial, Academic, and Administrative Support Employees*** - This group forms the majority of office employees, such as non-instructional professional employees in positions where a degree of advanced technical training is normally required; office support, secretarial, and program support employees. Attire will be “business dress.” For the purpose of this policy, “business dress” is defined minimally as: slacks/trousers or skirt with shirt /blouse or dress, but some professional positions may require a tie and/or sports coat or suit, at the senior managers’ discretion. The higher the level of the position and the more contact with the general public, the higher the dress standard.
- ***Facilities Employees (Except Managerial/Administrative)*** - This group of employees consists of trades, cleansing, plant, custodial, and other departmental and facilities employees. Uniforms and safety shoes may be required by the department or office but if not required, clothes should be clean and neat. Uniforms are preferred and sandals are not acceptable.
- ***Students*** - Medical students are members of the medical profession so they are expected to display similar professional attitudes and behavior to those of



practicing physicians. Dress for student is casual but not controversial. Some consideration must be given to the fact that students have limited means. Clothing worn while functioning as a medical student should:

- 1) Reflect professional status so as to help gain the trust of the patient.
- 2) Students' clothes should always be clean, neat and conservative. Recommended acceptable attire includes: collared shirts, ties, slacks, skirts, blouses, sweaters and dresses. Sneakers are also acceptable if clean and presentable. In environments that include contact with patients, the following are NOT appropriate for the workplace: sweat shirts, sweat pants, shorts, leggings, halter or tank tops, workout clothes, sandals or open-toe shoes, caps, bandanas, baseball hats, or body or facial piercings other than ears and those required by a student's religious or cultural beliefs. All forms of revealing clothes should be strongly avoided, such as short, transparent or tight fitting items.
- 3) Clothing worn by the student should provide for mechanical safety of the student and patients (i.e. no redundant items of clothing externally) that may hamper movement or subject the person to danger when working with certain equipment or be a source of infection transfer). Thus, ties if worn by men should be well tucked in the shirt or coat; similarly long wide veils should be also well concealed by the white coat or well tucked into the blouse.
- 4) Students' hands must be clean with nails trimmed nails. (Only medical gloves are allowed when dealing with patients).
- 5) Scrub uniforms should be worn by all students working in the OR as well as in other areas where sterile clothing is required or areas where contamination of one's personal clothing is possible.

Clean, white coats must be worn within the hospital wards and labs with the student's name badge and university identification visible at all times when in contact with patients. NB: If safety clothing or equipment is deemed



necessary by the department, such clothing or equipment *should be furnished by that* department.

- ***Laboratory and Hospital Practicing Physicians or Personnel*** (include, but not limited to the following):
 1. Women: medium to long length skirt/dress, tailored slacks, blouse or dress. Face should be exposed to allow for interaction with students and patients).
 2. Men: tailored slacks with dress shirt. Ties and flowing long coat sleeves can be cause health hazards and are thus not permitted during practice. It is strictly forbidden to show up on the campus clad in the garment known locally as jalabiya and slippers.
 3. Name tags must be always worn and visible.
 4. Clean, white clinical jackets must be worn within the hospital wards and labs.
 5. Hands must be clean with trimmed nails. (Only medical gloves are allowed when dealing with patients).
 6. Clothing should provide for mechanical safety

N.B.

- During practice: all items of clothing should be concealed properly under the lab coat or scrubs (i.e. no redundant items of clothing externally).
- Job-related safety: when operating potentially dangerous machinery with moving parts or jobs with public health considerations such as serving or cooking food may nevertheless require some personal adjustments and special uniforms will be provided by the establishment.



The Physician's Oath (The Modified Hippocratic oath)

I solemnly pledge myself to consecrate my life to the service of humanity;

I will give to my teachers the respect and gratitude which is their due;

I will practice my profession with conscience and dignity;

The health of my patients will be my number one consideration;

I will respect the secrets that are confided in me, even after my patient has died;

I will maintain by all the means in my power, the honor and the noble traditions of the medical profession;

My colleagues will be my brothers and sisters;

I will not permit considerations of religion, nationality, race, gender, politics, socioeconomic standing, or sexual orientation to intervene between my duty and my patient;

I will maintain the utmost respect for human life; even under threat, I will not use my medical knowledge contrary to the laws of humanity;

I make these promises solemnly, freely and upon my honour.

[The World Medical Association Declaration of Geneva (1948) Physician's Oath]

للأطباء البشريين القانون لنقابة الأطباء البشريين

قسم أبحاث حسب المؤتمر العالمي الأول للطب الإسلامي

«بسم الله الرحمن الرحيم. أقسم بالله العظيم أن أراقب الله في مهنتي. وأن أصون حياة الإنسان في كافة أدوارها، في كل الظروف والأحوال، بإذلاً وسعي في استنقاذها من الموت والمرض والألم والقلق، وأن أحفظ للناس كرامتهم، وأستر عوراتهم، وأكتم سرهم. وأن أكون على الدوام من وسائل رحمة الله، بإذلاً رعايتي الطبية للقريب والبعيد، الصالح والطالح، والصديق والعدو. وأن أثابر على طلب العلم، أسخره لنفع الإنسان لا لأذاه. وأن أوقر من علمني، وأعلم من يصغرنني، وأكون أحملاً لكل زميل في المهنة الطبية في نطاق البر والتقوى. وأن تكون حياتي مصداق إيماني في سري وعلانيتي، نقياً مما يشينني أمام الله ورسوله والمؤمنين. والله على ما أقول شهيد»

ميثاق حقوق الملكية الفكرية والنشر

إن أعمال الفكر الإنساني من الاختراعات والإبداعات الأدبية والفنية والصناعية هي نتاج ملكة العقل الإنساني وتمثل إحدى حقوق الملكية للمبدع وهو مالك البراءة أو المؤلف أو العلامة التجارية، وذلك لأهميتها في تكوين ثقافات الأمم وتقدمها التعليمي والثقافي وبناء حضاراتها. فتعريف الملكية الفكرية هو "كل ما ينتجه الفكر الإنساني من اختراعات و إبداعات أدبية وفنية وصناعية من نتاج العقل الإنساني". وقد عرفت المنظمة العالمية الفكرية للملكية الفكرية بأنها "أعمال الفكر الإبداعية من الاختراعات والمصنفات الأدبية والفنية والرموز والأسماء والصور والنماذج والرموز الصناعية". وتجب حماية المصالح المعنوية والمادية المترتبة على تأليف أي مصنف علمي أو ادبي أو فني حتى يتمكن المبدع من الاستفادة مما بذله من جهد أو مال في إبداعه، إذ يرفع مستوي تلك الحماية درجة تقدم الأمم ورفاهيتها خاصة في ظل التطورات الهائلة في مجالات التكنولوجيا والمعلومات والابتكارات والتي تساهم في تنشيط اقتصاد الأمم، وحماية حقوق الملكية الفكرية تكون بسن القوانين أو التشريعات الوطنية والتي تشكل آلية أساسية لحمايتها من الاعتداء عليها، وكذا بنشر ثقافة الملكية الفكرية في المجتمع.

وفي ضوء ذلك صدر في مصر القانون رقم ٨٢ لسنة ٢٠٠٢ بشأن حماية حقوق الملكية الفكرية والنشر، والتزاما من كلية الطب جامعة القاهرة بتطبيق أحكام هذا القانون فإنها تحث منتسبي الكلية من أكاديميين وإداريين وطلاب على الالتزام بحقوق الملكية الفكرية المنصوص عليها في ميثاق أخلاقيات الممارسات المهنية الآتي:

- 1 - يلتزم أعضاء هيئة التدريس بعدم الاعتداء على حقوق الملكية الفكرية للغير في إعداد البحوث العلمية وتأليف وإعداد الكتب الجامعية والإشراف على الرسائل العلمية وأن يدون في كل كتاب جامعي اسم مؤلفه.
- 2- عدم نسخ فصول من كتب أو بحوث قدمها آخرون للترقية أو النشر العلمي ونسبها لشخص لم يقم بتأليفها أو ترجمتها أو إعدادها.
- 3- يلتزم أعضاء هيئة التدريس باحترام العقوبات القانونية المقررة للاعتداء على حقوق الملكية الفكرية للغير والتي يحددها قانون تنظيم الجامعات.
- 4- يحتفظ أعضاء هيئة التدريس الذين يبتكرون أعمالا علمية بحقوق الملكية الفكرية المطلقة على العمل وكذا بكافة حقوقهم المادية والمعنوية.
- 5 - يحتفظ عضو هيئة التدريس بحق مؤلف البحث مع آخرين ويتبع ذلك عند القيام بالتالي: أداء البحث في محاضرات داخل أو خارج الكلية. أخذ مقتبسات من البحث العلمي بهدف استخدامه في النقد أو المناقشة أو الإعلام. نسخ أجزاء من البحث في صورة مكتوبة أو مسجلة تسجيلاً سمعياً أو بصرياً أو سمعياً بصرياً وذلك لأغراض التدريس بهدف الإيضاح أو الشرح بشرط أن يكون النسخ في الحدود المعقولة والألا يتجاوز الغرض منه وأن يذكر اسم المؤلف وعنوان البحث والدورية المنشور بها وتاريخ المنشور وارقام الصفحات.

6- يلتزم عضو هيئة التدريس بنسخ مقال أو مستخرج من بحث إذا كان ذلك ضروريا لأغراض التدريس وذلك بالشرطين الآتيين:

- أن يكون النسخ لمرة وحيدة أو في أوقات منفصلة غير متصلة.
- أن يشار إلى اسم المؤلف وعنوان البحث والدورية المنشور بها وتاريخ النشر وأرقام الصفحات (كما هو متبع و متعارف عليه في فهرسة الأبحاث العلمية) على كل نسخة.

7- إذا اشترك أكثر من عضو هيئة تدريس في تأليف أو إجراء بحث ولا يمكن فصل نصيب كل منهم في العمل المشترك اعتبر جميع الشركاء مؤلفين للمادة العلمية بالتساوي فيما بينهم ما لم يتفق الباحثين كتابة على غير ذلك، وفي هذه الحالة لا يجوز لأحدهم الانفراد بمباشرة حقوق البحوث المؤلف إلا باتفاق مكتوب بينهم.

8- لا يغيب حق أي طالب ماجستير أو دكتوراة تم إلغائه تسجيله في النشر بأي مجلة أو إصدار أو محفل علمي.

9 - تلتزم الهيئة المعاونة من المدرسين المساعدين والمعيدين باحترام الملكية الفكرية للغير سواء عند إعداد الرسائل العلمية أو الأبحاث المقدمة إلى أعضاء هيئة التدريس في مقررات الماجستير أو الدكتوراة والحرص عند الاقتباس أن يكون محدودا وأن ينسب إلى صاحبه بشكل واضح في متن الرسالة أو البحث وفي المراجع.

10- يلتزم عضو هيئة التدريس بتصوير نسخة وحيدة بواسطة مكتبة الكلية و التي لا تهدف للربح بصورة مباشرة أو غير مباشرة و ذلك في أي من الحالتين الآتيتين: - أن يكون الغرض من النسخ استخدام المصنف في دراسة أو بحث على أن يتم ذلك لمرة واحدة على أو على فترات متفاوتة. - أن يكون النسخ بهدف المحافظة على النسخة الأصلية أو لتحل النسخة محل نسخة فقدت أو تلفت أو أصبحت غير صالحة للاستخدام ويستحيل الحصول على بديل لها بشروط معقولة.

11- يمنع منعا باتا القرصنة الالكترونية بما فيها نسخ الأسطوانات المدمجة أو البرامج أو التحميل على الأجهزة (دون ترخيص).

12- حظر استخدام البرامج الجاهزة غير المرخصة على أجهزة الحاسب الآلي وعدم التعاقد مع شركات الحاسب التي تقدم برامج غير مرخصة أو منسوخة والتعامل بالبرامج المرخصة علياجهزة الحاسب الآلي من شركة ميكروسوفت عن طريق الجامعة.

13- عدم السماح للعاملين بالكلية بنسخ المصنفات المحمية بحقوق المؤلف و/أو الناشر (كتب، مؤلفات، مراجع، إلخ) بما يشكل اعتداء على حقوق المؤلف و/أو الناشر.

- 14- الالتزام بالإشارة إلياسم المؤلف وعنوان المصنف في حالة استخدام أجزاء من المراجع العلمية أو الدوريات العالمية المتوفرة في المكتبة أو المواقع الإلكترونية في قاعات التدريس للأغراض التعليمية.
- 15- يسمح لطلاب الكلية بالتصوير الضوئي لما يعادل (١٠% – ٢٠%) من مجمل أي كتاب أو مرجع متمتع بحماية رقم إيداع محلي أو دولي (ISBN) لأغراض الإستذكار والبحث ولا يسمح بتداول هذه النسخة الشخصية سواء كانت ورقية أو إلكترونية. و
- 16- وضع إرشادات للمتريدين علي المكتبة لمراعاة التزامهم بالقواعد المنصوص عليها في القانون رقم ٨٢ لسنة ٢٠٠٢ الخاص بحماية حقوق الملكية الفكرية مع عقد ندوات ولقاءات مفتوحة لنشر ثقافة حقوق الملكية الفكرية وأهميتها وضرورة الالتزام بها.
- 17- تلتزم جميع المكتبات ومراكز التصوير الضوئي المرخص لها بالعمل داخل الكلية بالإجراءات والقواعد الواردة في هذا الميثاق.
- 18- لا يسمح ببيع أو تداول كتب أو مذكرات دراسية تحمل إسم صاحبها داخل الكلية دون أن تكون متمتعة بحماية رقم إيداع محلي أو دولي (ISBN) ويسمح بتداول المذكرات الدراسية التي يقوم المحاضر أو الكلية بتجهيزها للطلاب للأغراض التعليمية دون أن تكون منقولة مباشرة أو منسوخة بالكامل من أحد المراجع على أن تكون معتمدة من مجلس القسم المختص.
- 19- للكلية الحق فيما ينتج من اكتشافات أو اختراعات عن أعمال الباحثين



IMPLEMENTATION AND EMPOWERMENT OF THE CODE

All the Kasr Al –Ainy workforce members are required to be aware of the rules of dealing with patients, students and members of the teaching staff and the penalty of breaking the rules outlined within the code of conduct as well as how to report infractions.

I) REPORTING OF VIOLATIONS TO THE CODE OF CONDUCT:

- A. **Obligation to Report violations:** Every employee, faculty and staff member has an individual responsibility for:
- Reporting any activity by anyone committing professional, scientific misconduct or unskilled practice
 - Reporting any suspected violations of laws, regulations, or government contracts or violation of this Code
 - Reporting should be initially made through standard channels, beginning with the immediate supervisor. Alternatively, reports may be made to a higher level of management or directly to the Kasr Al-Ainy Disciplinary Committee
- B. **Confidentiality:** Such reports may be made in a confidential manner or anonymously.
- C. **Cooperation:** Kasr Al-Ainy employees, faculty and staff are expected to cooperate fully with any investigation of an allegation of wrong doing or misconduct.

II) IMPLEMENTATION

The Kasr Al-Ainy Compliance Program is intended to demonstrate in the clearest possible terms the absolute commitment of the organization to the highest standards of ethics and compliance throughout all levels of the organization. The Dean, Compliance Committee for Code of Conduct (CCCC), Department Chairpersons and administrative supervisors are prepared to support



all employees, faculty , staff and students in meeting the standards set forth in this Code.

A) Corrective Action: It is the policy of the organization to initiate corrective action, instituting whatever disciplinary action is necessary, and implementing the necessary changes to prevent a similar violation from recurring **in Kasr Al-Ainy.**

B) Disciplinary Action: Each person is responsible for ensuring that his or her own conduct and the conduct of anyone reporting to him or her, fully complies with this Code and with the Kasr Al-Ainy policies. The precise discipline utilized will depend on the nature, severity, and frequency of the violation.

A. NB: Certain violations as the breach of patient confidentiality (divulgence of any information related to the medical sheet of the patient including disease history, diagnosis, investigations performed or the type of treatment received or workplace restricted information, is liable by law to prison incarceration for a period of not more than 6 months or liable to a fine not exceeding fifty Egyptian pounds.

The role of the contact is: to **confidentially** study complaints or breaches of the code of conduct referred to it via the Dean's office and accordingly provide the Dean with most appropriate related recommendations based on severity of the violation. The Dean will then appropriate the complaint to the specialized committee (Legal administration or Seniors council), which will thereby recommend the most suitable course of action to be taken and send it to the Dean for finalization and execution.



- B.** The Egyptian Law for Ethics in Medical Practice (No.238 / 2003)
- C.** Legislature (2): Physicians are required to serve their patients and their community utilizing all accessible means of proper care available to them irrespective of external infringements in both times of peace and war.
- D.** Legislature (3): Physicians and health workers are required to maintain a high moral and ethical standard at all times and protect all citizens within their care from coercion and harassment.
- E.** Legislature(6): All Physicians are to behave in an honest manner, exercising maximum accuracy in their work and act in a model manner befitting the dignity of their profession

Legislature (20): Doctors are required to do everything in their power to treat their patients, to ease their pain and improve the quality of their treatment without any discrimination.

- F.** Legislature (30): The treating physician is prohibited at all times from disclosure of any patient information gleaned by him by virtue of his profession the only exception is if this information is required by law for the building of a judicial decision or prevention of significant harm or in other cases specified by the Egyptian law.
- G.** Legislature (31): The doctor may not exploit his relationship with his patient or patient's family for purposes contrary to professional dignity.
- H.** Legislature(37): Any professional conflict which may arise between the doctor and any of his colleagues should be resolved amicably. If the dispute can't be settled, it should be conveyed to the Syndicate Board of competency subsidiary chapter, where the decision pertaining to the grievance will be resolved or raised to the General Syndicate council.
- I.** confidentially at all times study complaints or breaches of the code of conduct referred to it via the Dean's office and accordingly most appropriate related.

This Code of Conduct exists for the benefit of **Kasr Al Aini** personnel, and its patients. The Code is an integral part of the activities of this institution institution and its members. It is, in addition to, and does not limit, specific policies and



procedures of **Kasr Al Aini**. Community members must perform their duties in accordance with such policies and procedures and officers, managers and supervisors of **Kasr Al-Ainy** have a special duty to adhere to the principles set forth in the Code of Conduct, to support other members in their adherence to the Code, to recognize and detect violations of the Code, and to enforce the standards set forth herein.



CONTACT INFORMATION

	Phone	Email
Dean's Office	23641655	dean@kasralainy.edu.eg
Vice dean for student affairs	23682030	sa@kasralainy.edu.eg
Vice dean for postgraduate studies	23649281	pg@kasralainy.edu.eg
Vice dean for environmental affairs	23653269	communityservice@kasralainy.edu.eg
Research Ethical committee	23647545	kasralainirec@gmai.com



SUMMARY

- 1) Leadership and the Code: leaders set the example, being in every respect a role model. They must help to create an environment within Kasr Al-Ainy that promotes the highest standards of ethics and compliance.
- 2) Staff & Employee Responsibilities and Commitments:
 - **Individual Responsibility:** Ethics and integrity are the responsibility of every employee, faculty or staff member.
 - **Conflicts of Interest:** No conflict between the private interests of a person and the official responsibilities of that person should exist.
 - **Confidential Information:** Total confidentiality pertaining to all work or patient - related information, is required throughout and after termination of the period of employment.
 - **Gratuities and Kickbacks:** No employee, faculty or staff should ask or accept anything of value from any party with special interests.
 - **To the patients:** The establishment is committed to:
 - Provide a quality care, by exerting the maximum effort in providing sincere and genuine care for the patient.
 - Respect of patient autonomy and respect for human life.
 - Avoid discrimination of any form between patients and members of the faculty work force
 - Treat respectfully, all patients
 - Ensure confidentiality of patient records.
 - **To colleagues & students:** Kasr Al-Ainy is committed to maintain the highest standards of academic conduct by:
 - Respecting our peers, subordinates & students
 - Encouraging and involving students in decision making policies related to their welfare
 - Implementing fairness in all endeavors



- Communicating truthfully
- Encouraging language, appearance, and demeanor appropriate to the professional healthcare setting.
- Respect the intellectual property of others
- Demonstrate honesty and integrity in all academic endeavors, Strive to create a culture of safety.

b. Responsibility & commitment to the outside community

- Honor commitments to any organization involved in the financing of personal health services and our business counterparts
- To the communities served: Kasr Al- Ainy is committed to understand the particular needs of these communities and provide them with quality, cost-effective healthcare.

3) Student Commitments and Responsibilities

- c. Respect other students, patients and teachers.
- d. Strive for excellence, by gaining the necessary knowledge and skills required for medical practice.
- e. Attend all learning sessions as required.
- f. Abide by the designated dress code for Kasr Al-Ainy Medical School
- g. Work effectively in teams.
- h. Respect the intellectual property of others
- i. Demonstrate honesty and integrity in all academic endeavors,

4) Personnel Commitments and Responsibilities

- All lab personnel should be acquainted with the legal aspects and principles of ethics governing laboratory services conforming to cultural and religious observances in Egypt.



- The personnel should be taught ethics of sample taking and treatment of patients as individuals with dignity and should understand the codes of conduct between the laboratory physician and the patient's treating doctor.
- All personnel are required to be aware of the rules of dealing with patients, students and members of the teaching staff and the penalty of breaking the rules outlined within the code of conduct.

5) Research Commitments and Responsibilities

- All accounts for research projects should properly reflect the expenditures for the particular grant or contract.
- Maintenance of the highest ethical standards in any written or oral communications regarding their research projects
- All research should be conducted in an ethical manner & regard the confidentiality & the privacy of patients and research participants.
- All research performed or funded by the faculty should obtain a certificate of approval from both the Research and the Research Ethics Committees before the beginning of any project on faculty premises.

6) Copyrights & Plagiarism

- Obtaining the author's permission for copyrighted material prior to publication
- Kasr Al-Ainy material should be copyrighted
- Plagiarism is unacceptable at all levels

7) Kasr Al-Ainy dress code should be adhered to at all times

8) The Patient's Rights When Used as a Teaching Method

9) The Egyptian Law for Ethics in Medical Practice (No.238 / 2003)



10) Implementation and empowerment of the code

REFERENCES

- 1) **Indiana University School of Medicine Code:** Code of Conduct. Approved and adopted by Compliance Committee 10/19/98
- 2) **Faculty of Medicine & Dentistry University of Alberta:** Code of Conduct
- 3) **University of Western Ontario and Affiliated Teaching Sites:** Code of Conduct. Approved by ECFC, January 11, 2002 & updated 2005
- 4) **The Brody School of Medicine East Carolina University :** Code of Conduct Revised 03/2007
- 5) **International Federation of Accountants 2007** International Good Practice Guidance
- 6) **Henry Silverman, Raafat Afifi, Amina El-Nemer, Sherif Hamouda, Medhat Hassan, Nahed Kandeel, Heba Kassem, Nahed Mostafa, Isabelle Nakhla, Sahar Lashin, Samer S. El-Kamary, Maged El-Setouhy, Adil Shamoo, Robert Wachbroit and David Wasserman (2006):** Enhancing Research Ethics Committees in Egypt: Guidelines for Standard Operating Procedures . The Monitor; 20:49.
- 7) **Afifi R (2007):** Biomedical research ethics: Islamic view – Part I. International Journal of Surgery (editorial), 5 (5):292–296.
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- 9) **Raafat Afifi, Riaz Agha and David Rosin (2009):** Is research ethics committee approval necessary for publication of prospective surgical



research studies? International Journal of Surgery (editorial), 7 (3): 180 - 181.

- 10) Vanderbilt University School of Medicine Compact Between Teachers and Learners
- 11) Columbia University College of Dental Medicine Professional Dress Code for Students, Faculty and Staff
- 12) University of Virginia. Medical Center Policy 0051
- 13) Temple University School of Medicine
- 14) “Use of Laboratory Animals in Biomedical & Behavioral Research”. Institute for Laboratory Animal Research. The National Academies Press 1988
- 15) “Biomedical Research” The Humane Society of the United States July 5/2010
- 16) German University Cairo (GUC): Plagiarism Guidelines. Research Faculty of Management & Technology

This code has been designed & adapted from the above sources with special modifications according to the particular needs of the Egyptian society’s social , cultural and & religious requirements background.