

## Code of Conduct for Steering Committee Members Primary Care Networks (PCNs)

Effective Date: July 11, 2025

### **Purpose:**

This Code of Conduct outlines the expectations for behavior and responsibilities of Steering Committee members within the Primary Care Networks (PCNs) to promote a respectful, collaborative, and effective environment.

### **Principles:**

#### *1. Respect and Inclusivity:*

- Treat all members with respect, valuing diverse perspectives and experiences.
- Foster an inclusive atmosphere where everyone feels safe to contribute.

#### *2. Professionalism:*

- Conduct yourself in a professional manner at all times, both in meetings and communications.
- Adhere to the highest ethical standards, avoiding conflicts of interest (refer to *Conflict of Interest Policy and Procedure*).

#### *3. Best Interests of PCNs, Patients, and Providers:*

- Act in the best interests of the PCNs, prioritizing the needs of patients and healthcare providers in all decision-making processes.
- Strive to enhance the quality of care and support for the communities served by the PCNs.

#### *4. Teamwork and Collaboration:*

- Work as a team, fostering collaboration and supporting one another in achieving common goals.
- Avoid monopolizing discussion time; ensure that all members have an opportunity to contribute.
- Refrain from disruptive behavior that detracts from the meeting's objectives and the effectiveness of the group.

5. *Participation and Engagement:*

- Actively participate in committee discussions and activities, prepared to share insights and expertise.
- Support a culture of collaboration by encouraging open dialogue and constructive feedback.

6. *Confidentiality:*

- Respect the confidentiality of discussions, decisions, and sensitive information shared within the committee.
- Ensure that information is used only for its intended purpose and shared appropriately.

7. *Accountability:*

- Take responsibility for your actions and commitments, ensuring follow-through on assigned tasks.
- Address and resolve any disputes or issues directly and respectfully, adhering to VDoFP's procedures.

8. *Compliance with Policies:*

- Abide by all relevant policies and guidelines established by the Vancouver Division of Family Practice and the PCNs.

By signing this Code of Conduct, each Steering Committee member commits to upholding these principles and contributing to the success of the Primary Care Networks. Failure to adhere to this Code may result in review and potential removal from the committee (Refer to *Policy for Removal of Primary Care Network (PCN) Steering Committee Members*).

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Conflict of Interest Policy and Procedure

### Purpose:

To ensure transparency, integrity, and trust in the decision-making processes of the Primary Care Network (PCN) Steering Committees by identifying, disclosing, and managing actual, potential, or perceived conflicts of interest.

### Policy:

Steering Committee members must act in the best interests of the PCNs and avoid situations where personal, professional, or financial interests may conflict with their duties. Members are expected to disclose any conflict of interest at the earliest opportunity.

### Procedure:

#### 1. *Disclosure:*

- a. A member must disclose any actual, potential, or perceived conflict of interest as soon as it arises, and no later than the meeting at which the matter is to be considered.
- b. If uncertain, members are encouraged to err on the side of disclosure.

#### 2. *Participation:*

- a. The member may remain present to answer questions but must not participate in discussions or vote on the matter in question.
- b. The member must leave the room during deliberations and voting.

#### 3. *Documentation:*

- a. All disclosures and actions taken will be recorded in the meeting minutes.

#### 4. *Referral and Resolution:*

- a. If a conflict is unclear or disputed, the matter will be referred to the Chair or, if the Chair is involved, to the Executive Committee.
- b. The Chair or Executive Committee may resolve the matter informally or refer it to the Vancouver Division of Family Practice (VDoFP) for formal resolution.

#### 5. *Quorum:*

- a. A member's recusal due to conflict does not affect the quorum of the meeting.

This policy shall be implemented effective July 11, 2025, and will apply to all existing and future PCN Steering Committee members.

### Commitment:

By signing this Code of Conduct, members acknowledge their responsibility to uphold this Conflict of Interest Policy and to act with integrity and transparency in all committee matters.

## Policy for Removal of Primary Care Network (PCN) Steering Committee Members

### Policy Statement:

The Vancouver Division of Family Practice (VDoFP) is committed to ensuring the effective functioning of the Primary Care Networks (PCNs) in Vancouver. To maintain a collaborative and productive environment, VDoFP reserves the right to remove any PCN Steering Committee member who is deemed to be disruptive, problematic, or not actively participating in committee activities.

### Policy Guidelines:

#### 1. *Criteria for Removal:*

- Steering Committee members may be removed if they exhibit disruptive behavior, demonstrate a pattern of problematic conduct, or fail to participate meaningfully in committee activities and discussions.

#### 2. *Process:*

- The decision to remove a Steering Committee member will be made unilaterally by VDoFP without the need for a formal review or appeal process. All decisions regarding removal are binding and not subject to appeal.

#### 3. *Notification:*

- Affected members will be notified of their removal from the Steering Committee via written communication, outlining the reasons for this decision.

#### 4. *Implementation:*

- This policy shall be implemented effective July 11, 2025, and will apply to all existing and future PCN Steering Committee members.

This policy aims to uphold the integrity and effectiveness of the PCN Steering Committees, fostering a collaborative atmosphere that supports the goals of primary care in Vancouver.

### Commitment:

By signing this Code of Conduct, members acknowledge their understanding of the Policy for Removal of Primary Care Network (PCN) Steering Committee Members.