

ASCCP Code of Ethics

All officers, board members, committee chairs, committee members, and members in the execution of their duties on behalf of the American Society for Colposcopy and Cervical Pathology (ASCCP) shall abide by a code of ethics. The code of ethics shall be reviewed at intervals by an Ethics Committee to be appointed by the President and shall recommend updates as needed. Violation of the code of ethics shall be grounds for initiation of review.

Purpose:

The Code of Ethics of the ASCCP serves as a guide for ethical behavior by board members, committee chairs, committee members, and members in the execution of their duties on behalf of ASCCP.

Code:

Officers, board members, committee chairs, committee members, and members in the execution of their duties on behalf of ASCCP shall:

1. Comply with all applicable local, state and federal laws while acting on behalf of ASCCP. Conduct the business of the ASCCP with honesty, integrity and fairness and in a way that does not promote the individual's personal gain or interest.
2. Actions or activities that may present a real or perceived conflict of interest for the member or their family must be disclosed promptly to the Ethics Committee.
3. Members may not accept compensation, gifts, or any other benefits for actions taken on behalf of the ASCCP.
4. Violations of the code of ethics must be reported to the Board of Directors.
5. Adjudication of potential conflicts of interest shall be determined by the ASCCP Board of Directors.

Appendix I

American Society for Colposcopy and Cervical Pathology Grievance Procedure

1. In order to be processed by the Society, a complaint must be filed in writing to the Ethics Committee of the Society within a year of the date of discovery of the alleged violation. The Committee has the authority to inquire about and to investigate incidents brought to its attention, provided the information can be documented. Issues regarding possible unethical behavior or possible undisclosed conflicts of interest may be investigated by the Committee without acrimony, if so charged by one or more of the following:
 - a. Executive Committee
 - b. Board of Directors
 - c. Practice Committee
 - d. Education Committee
 - e. Membership Committee

Approved March 13, 2013

Updated by Ethics Committee - March 2017

2. The Committee chairman will make two determinations 1) whether the complaint falls within the purview of the Ethics Committee, and 2) whether immediate investigation is necessary. However, all letters of complaint that are filed with the Ethics Committee will appear on the agenda of the next committee meeting. The Ethics Committee shall have the final discretion to determine whether a complaint falls within the purview of the Ethics Committee.
3. If a grievance proceeding is initiated by the Ethics Committee, then specifics of the complaint will be sent to the respondent by certified mail. In such mailing, the Executive Director will inform the respondent by registered mail that the grievance proceeding has been initiated, and that the respondent may respond directly to the Ethics Committee within thirty (30) day of receipt by registered mail; the respondent also will be asked to cooperate with the Committee member investigating the complaint.
4. The Ethics Committee may appoint a Committee member to investigate the matter, and in the process the respondent shall be given an opportunity to be heard.
5. Upon completion of the inquiry, the Committee member shall present a complete report and recommended disposition of the matter in writing to the Ethics Committee. Absent unusual circumstances, the Committee member is expected to complete his or her report and recommended disposition, and provide them to the Committee, within 60 days.
6. Upon the Committee's receipt of the Committee member's report and recommended disposition, the Committee shall review them and make its written recommendation to the Board of Directors as to what action shall be taken and the reason or reasons therefor. A copy of the Committee's recommended decision (See Appendix II) along with the Committee member's report and recommended disposition to the Board will be mailed to the respondent by certified mail. In such mailing, the respondent will be notified that within 30 days after his or her receipt of the Ethics Committee's recommended decision, the respondent may file a written appeal of the recommended decision with the Board of Directors.
7. Any written appeal submitted by the respondent must be received by the Board of Directors within 30 days after the recommended decision of the Ethics Committee is received by the respondent. The Board of Directors shall not take action on the Ethics Committee's recommended decision until the 30-day appeal period has elapsed. If no appeal to the Board of Directors is filed in a timely fashion, the Board shall review the recommended decision and determine action to be taken.
8. If a timely appeal to the Board of Directors is filed, the President shall appoint an ad hoc committee consisting of three Members-at-large to hear the matter. At least 30 days' notice of the formation of this committee, and of the hearing date, time and place, with an opportunity for representation, shall be mailed to the respondent. Reasonable requests for postponement shall be given consideration.
9. This ad hoc committee shall give the respondent adequate opportunity to present his or her case at the hearing, including the opportunity to submit a written statement and other documents deemed relevant by the respondent, and to be represented if so desired. Within a reasonable period of time following the hearing, the ad hoc committee shall write a detailed report with recommendations to the Board of Directors.

10. The Board of Directors shall decide what action to take after reviewing the report of the ad hoc committee. The Board shall provide the respondent with a copy of its decision. The decision of the Board of Directors shall be final. The Board of Directors shall have the authority to accept or reject any of the findings or recommended decisions of the Committee member, the Ethics Committee or the ad hoc committee, and to order whatever level of discipline it feels is justified.
11. At each level of the grievance proceeding, the Board of Directors shall have the sole discretion to notify or contact the complainant relating to the grievance proceeding; provided, however, that the complainant shall be notified as to whether the complaint was reviewed by the Ethics Committee and whether the Ethics Committee or the Board of Directors has taken final action with respect to the complaint.
12. No individual shall serve on the ad hoc committee described above, or otherwise participate in these grievance proceedings on behalf of the Society, if he or she may have real or perceived conflict of interest or potential bias.
13. All information obtained, reviewed, discussed and otherwise used or developed in a grievance proceeding that is not otherwise publicly known, publicly available, or part of the public domain is privileged and strictly confidential information of the Society, and is not to be disclosed to anyone outside of the grievance proceeding except as determined by the Board of Directors or as required by law.

Appendix II

Ethics Committee Action

Once the grievance proceeding has been initiated, the Ethics Committee may take any of the following actions based upon its findings:

14. Determine the complaint to be invalid.
15. Dismiss the complaint.
16. Recommend censure.
17. Recommend expulsion (See Bylaws, Article II, Section C, Item 3)