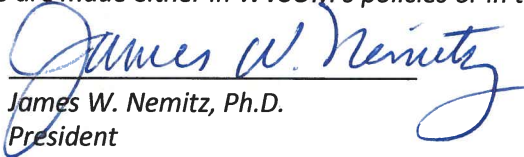
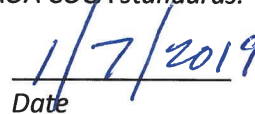


## Statement on Academic Professional Ethics

Effective July 1, 2010, the American Osteopathic Association Commission on Osteopathic College Accreditation (AOA COCA) required every osteopathic medical college to have a Statement on Professional Ethics. An Ad-Hoc Committee of faculty, staff and administrators developed this statement, summarizing WVSOM's policies related to Professional Ethics.

This document will be on WVSOM's web site, and may be revised by the President's office if/when changes are made either in WVSOM's policies or in the AOA COCA standards.

  
James W. Nemitz, Ph.D.  
President

  
Date

### INTRODUCTION

The AOA COCA standards effective July 1, 2017 include the following requirement:

#### Element 1.4: Governance & Program Policies: (CORE)

A COM must have a governing body, or be part of a parent institution with a governing body, that defines the mission of the COM and/or institution, approves the strategic plan, provides financial oversight, and approves requisite policies. The COM must publish and abide by policies regarding:

- a. Conflict of Interest for board members, employees, and institutionally employed faculty.
- b. Due process for all employees, students, faculty, and credentialed instructional staff.
- c. Confidentiality of employment, student, and medical records.
- d. Fiscal management and accountability.
- e. Ethics, incorporating the AOA Code of Ethics.

This document addresses Element 1.4.e: Ethics. WVSOM's governance and policies regarding ethics can be grouped into five separate sections as follows:

- A. Adherence to policies and procedures of WVSOM
- B. Interaction of students, faculty, staff and administration
- C. Ethical issues pertaining to medical education
- D. Ethical issues pertaining to scholarly activity/research
- E. Ethical issues pertaining to commercial relationships

In each of these sections, a brief summary statement is provided, and relevant West Virginia State Code, West Virginia Higher Education Policy Commission (WVHEPC) Policies, and Institutional Policies and other documents are listed.

**SECTION A: ADHERENCE TO POLICIES AND PROCEDURES OF THE COM**

WVSOM recognizes the duty to adhere to policies governing academic professional ethics for its entire faculty, administration and staff, students, clubs, and organizations as set forth in Federal and West Virginia State Codes, rules and policies of WVHEPC, and WVSOM institutional policies.

The State of West Virginia and WVSOM have many policies which include requirements regarding adherence to state law or policy and/or to institutional policies.

These state laws, policies, and other documents are listed below.

***Applicable State Laws, Policies and Documents Pertaining to the WVSOM Board of Governors***

W.Va. Code 18-B – 1D-9	Commission, council and institutional governing board training and development requirements, applicability and exceptions. <a href="http://www.WVlegislature.gov/WVCODE/Code.cfm">www.WVlegislature.gov/WVCODE/Code.cfm</a>
W.Va. Code 6B-1-1 et seq.	WV Governmental Ethics Act
WVHEPC Series 31	Ethics
WVSOM Institutional Policy F-03	Hospitality Expense
WVSOM Institutional Policy GA-08	Drugs, Alcohol, Testing and Treatment
WVSOM Institutional Policy GA-14	Equal Opportunity, Nondiscrimination, Sexual Misconduct, and Other Forms of Harassment
WVSOM Institutional Policy GA-31	Acceptable Use of Information Technology Resources
WVSOM Institutional Policy GA-33	Travel
WVSOM Institutional Policy GA-36	Core Values
WVSOM Institutional Policy PP-03	Campus Use and Restrictions Policy

***Applicable State Laws, Policies and Documents Pertaining to the WVSOM Administration***

W.Va. Code 18-B – 1D-9	Commission, council and institutional governing board training and development requirements, applicability and exceptions. <a href="http://www.WVlegislature.gov/WVCODE/Code.cfm">www.WVlegislature.gov/WVCODE/Code.cfm</a>
WVSOM Institutional Policy E-40	Copyright
WVSOM Institutional Policy F-03	Hospitality Expense
WVSOM Institutional Policy GA-08	Drugs, Alcohol, Testing and Treatment
WVSOM Institutional Policy GA-14	Equal Opportunity, Nondiscrimination, Sexual Misconduct, and Other Forms of Harassment
WVSOM Institutional Policy GA-18	Solicitation of Funds
WVSOM Institutional Policy GA-26	Maintaining a Drug-Free Workplace
WVSOM Institutional Policy GA-31	Acceptable Use of Information Technology Resources
WVSOM Institutional Policy GA-33	Travel
WVSOM Institutional Policy GA-36	Core Values
WVSOM Institutional Policy PE- 14	Ethics
WVSOM Institutional Policy PP-03	Campus Use and Restrictions Policy
WVSOM Institutional Policy R-01	Use of Research Animals
WVSOM Institutional Policy R-03	Research Misconduct
WVSOM Institutional Policy R-04	Conflict of Interest in Research
WVSOM Institutional Policy R-05	Human Subject Research

WVSOM Institutional Policy R-06	Time and Effort Reporting
WVSOM Institutional Policy R-07	Export Control
WVSOM Institutional Policy ST-01	Academic and Professional Standards

***Applicable State Laws, Policies and Documents Pertaining to WVSOM Faculty***

W.Va. Code 18-B – 1D-9	Commission, council and institutional governing board training and development requirements, applicability and exceptions. <a href="http://www.WVlegislature.gov/WVCODE/Code.cfm">www.WVlegislature.gov/WVCODE/Code.cfm</a>
WVHEPC Series 9	Academic Freedom, Professional Responsibility, Promotion and Tenure
WVSOM Institutional Policy E-40	Copyright
WVSOM Institutional Policy F-03	Hospitality Expense
WVSOM Institutional Policy GA-08	Drugs, Alcohol, Testing and Treatment
WVSOM Institutional Policy GA-14	Equal Opportunity, Nondiscrimination, Sexual Misconduct, and Other Forms of Harassment
WVSOM Institutional Policy GA-18	Solicitation of Funds
WVSOM Institutional Policy GA-28	Committee on Social and Cultural Diversity
WVSOM Institutional Policy GA-31	Acceptable Use of Information Technology Resources
WVSOM Institutional Policy GA-33	Travel
WVSOM Institutional Policy GA-36	Core Values
WVSOM Institutional Policy PE- 13	Adoption of the Code of Ethics of the American Osteopathic Association for Clinical Faculty
WVSOM Institutional Policy PE- 14	Ethics
WVSOM Institutional Policy PP-01	Improper use or Disposition of School Property
WVSOM Institutional Policy PP-03	Campus Use and Restrictions Policy
WVSOM Institutional Policy R-01	Use of Research Animals
WVSOM Institutional Policy R-03	Research Misconduct
WVSOM Institutional Policy R-04	Conflict of Interest in Research
WVSOM Institutional Policy R-05	Human Subject Research
WVSOM Institutional Policy R-06	Time and Effort Reporting
WVSOM Institutional Policy R-07	Export Control
WVSOM Institutional Policy ST-01	Academic and Professional Standards
WVSOM Faculty Handbook	
WVSOM Clinical Education Manual	

***Applicable State Laws, Policies and Documents Pertaining to WVSOM Staff***

WVa. Code 18-B – 1D-9	WV Code of Ethics Commission, council and institutional governing board training and development requirements, applicability and exceptions. <a href="http://www.WVlegislature.gov/WVCODE/Code.cfm">www.WVlegislature.gov/WVCODE/Code.cfm</a>
WVSOM Institutional Policy E-40	Copyright
WVSOM Institutional Policy F-03	Hospitality Expense
WVSOM Institutional Policy GA-08	Drugs, Alcohol, Testing and Treatment
WVSOM Institutional Policy GA-14	Equal Opportunity, Nondiscrimination, Sexual Misconduct, and Other Forms of Harassment
WVSOM Institutional Policy GA-18	Solicitation of Funds
WVSOM Institutional Policy GA-28	Committee on Social and Cultural Diversity
WVSOM Institutional Policy GA-31	Acceptable Use of Information Technology Resources
WVSOM Institutional Policy GA-36	Core Values

WVSOM Institutional Policy PE-14	Ethics
WVSOM Institutional Policy PP-01	Improper Use or Disposition of School Property
WVSOM Institutional Policy PP-03	Campus Use and Restrictions Policy
WVSOM Institutional Policy R-01	Use of Research Animals
WVSOM Institutional Policy R-03	Research Misconduct
WVSOM Institutional Policy R-04	Conflict of Interest in Research
WVSOM Institutional Policy R-05	Human Subject Research
WVSOM Institutional Policy R-06	Time and Effort Reporting
WVSOM Institutional Policy R-07	Export Control
WVSOM Employee Handbook	

***Applicable State Laws, Policies and Documents Pertaining to WVSOM Students***

WVSOM Institutional Policy E-09	Attendance
WVSOM Institutional Policy E-18	Examination Policy
WVSOM Institutional Policy E-24	Dismissal
WVSOM Institutional Policy E-27	Graduation Requirements
WVSOM Institutional Policy E-40	Copyright
WVSOM Institutional Policy F-03	Hospitality Expense
WVSOM Institutional Policy GA-14	Equal Opportunity, Nondiscrimination, Sexual Misconduct, and Other Forms of Harassment
WVSOM Institutional Policy GA-08	Drugs, Alcohol, Testing and Treatment
WVSOM Institutional Policy GA-18	Solicitation of Funds
WVSOM Institutional Policy GA-28	Committee on Social and Cultural Diversity
WVSOM Institutional Policy GA-31	Acceptable Use of Information Technology
WVSOM Institutional Policy GA-33	Travel
WVSOM Institutional Policy GA-36	Core Values
WVSOM Institutional Policy PP-01	Improper Use or Disposition of School Property
WVSOM Institutional Policy PP-03	Campus Use and Restrictions Policy
WVSOM Institutional Policy R-01	Use of Research Animals
WVSOM Institutional Policy R-03	Research Misconduct
WVSOM Institutional Policy R-04	Conflict of Interest in Research
WVSOM Institutional Policy R-05	Human Subject Research
WVSOM Institutional Policy ST-01	Academic and Professional Standards
WVSOM Institutional Policy ST-07	Anti-hazing
WVSOM Institutional Policy ST-10	Determination of Residency and Appeals
WVSOM College Catalog	
WVSOM Student Handbook	
WVSOM Clinical Education Manual	
WVSOM Student Club and Organizational Manual	
WVSOM Course Syllabus	Skin II/Medical Professionalism

## ***SECTION B: INTERACTION OF STUDENTS, FACULTY, STAFF AND ADMINISTRATION***

WVSOM Administration, Faculty, Staff, and Students are required to maintain the utmost level of professional conduct in their interactions with each other. The following institutional policies encompass the interactions among the different constituency groups:

### ***Applicable Institutional Policies that Pertain to the Interaction of Students, Faculty, Staff and Administration***

WVSOM Institutional Policy E-36	Background Check for Students
WVSOM Institutional Policy GA-08	Drugs, Alcohol, Testing and Treatment
WVSOM Institutional Policy GA-14	Equal Opportunity, Nondiscrimination, Sexual Misconduct, and Other Forms of Harassment
WVSOM Institutional Policy GA-28	Committee on Social and Cultural Diversity
WVSOM Institutional Policy GA-36	Core Values
WVSOM Institutional Policy PE-13	Adoption of the Code of Ethics of the American Osteopathic Association for Clinical Faculty
WVSOM Institutional Policy PE-14	Ethics
WVSOM Institutional Policy R-03	Research Misconduct
WVSOM Institutional Policy ST-01	Academic and Professional Standards
WVSOM Institutional Policy ST-07	Anti-hazing

## ***SECTION C: ETHICAL ISSUES PERTAINING TO MEDICAL EDUCATION***

Student learning is central to the primary mission of WVSOM and protection of that process from unethical behaviors is essential to the institution.

Both faculty and students are expected to adhere to the highest standards of conduct in teaching, learning, and the evaluation of student competency, including:

- Observing honesty in the use and referencing of source material used in the learning process, including presentations, handouts, reports, and any other materials that might involve the use of someone else's creative efforts;
- Maintaining security of materials used in written and practical exams, Objective Structured Clinical Examinations (OSCEs), and other forms of summative evaluation; and
- Insuring the privacy of individual student scores on any materials used for assessment.

### ***Applicable State Laws, Policies and Documents Pertaining to the Ethics of Teaching, Learning, and Evaluation:***

WVHEPC Series 9	Academic Freedom, Professional Responsibility, Promotion and Tenure
WVSOM Institutional Policy E-08	Student Academic Responsibilities
WVSOM Institutional Policy E-09	Attendance
WVSOM Institutional Policy E-18	Examination Policy
WVSOM Institutional Policy E-24	Dismissal
WVSOM Institutional Policy E-27	Graduation Requirements
WVSOM Institutional Policy E-40	Copyright
WVSOM Institutional Policy GA-08	Drugs, Alcohol, Testing and Treatment
WVSOM Institutional Policy GA-14	Equal Opportunity, Nondiscrimination, Sexual Misconduct, and Other Forms of Harassment

WVSOM Institutional Policy GA-31	Acceptable Use of Information Technology Resources
WVSOM Institutional Policy GA-36	Core Values
WVSOM Institutional Policy GA-37	Vision Statements
WVSOM Institutional Policy PE-02	Faculty
WVSOM Institutional Policy PE-13	Adoption of the Code of Ethics of the American Osteopathic Association for Clinical Faculty
WVSOM Institutional Policy PE-14	Ethics
WVSOM Institutional Policy ST-01	Academic and Professional Standards
WVSOM Institutional Policy ST-7	Anti-hazing
WVSOM College Catalog	
WVSOM Student Handbook	
WVSOM Course Syllabus	Skin II/Medical Professionalism

### ***SECTION D: ETHICAL ISSUES PERTAINING TO SCHOLARLY ACTIVITY/RESEARCH***

WVSOM values and promotes the free pursuit of knowledge through research and scholarly activity that identifies new medical and scientific information, current best clinical practices, and effective pedagogical strategies.

Faculty, staff and students at WVSOM engaged in research or scholarly activity must abide by the highest ethical standards when conducting such activity. This includes:

- An obligation to establish and maintain objectivity in research/scholarly activity by declaring conflicts of interest and recognizing potential bias, and taking consequent actions to eliminate or minimize their effect on the activity.
- Maintaining intellectual honesty by not fabricating, falsifying, or plagiarizing prior work, referencing prior contributions by others where appropriate.
- Maintaining transparency when communicating results of research/scholarly activity.
- Compliance with Federal regulations concerning the use of animals in research, including a commitment to replace, reduce, and refine animal usage.
- Compliance with Federal regulations concerning the ethical treatment of human subjects in research.

#### ***Applicable State Laws, Policies and Documents Pertaining to the Ethics of Scholarly Activity and Research***

WVHEPC Series 9	Academic Freedom, Professional Responsibility, Promotion and Tenure
WVSOM Institutional Policy PE-02	Faculty
WVSOM Institutional Policy R-01	Use of Research Animals
WVSOM Institutional Policy R-02	Allocation of Institutional Funds
WVSOM Institutional Policy R-03	Research Misconduct
WVSOM Institutional Policy R-04	Conflict of Interest in Research
WVSOM Institutional Policy R-05	Human Subject Research
WVSOM Institutional Policy R-06	Time and Effort Reporting
WVSOM Institutional Policy R-07	Export Control

***SECTION E: ETHICAL ISSUES PERTAINING TO COMMERCIAL RELATIONSHIPS***

The WVSOM adheres to the highest ethical standards regarding administration, faculty and staff relationships with commercial entities. These standards include:

- Disclosure of all relationships with commercial entities by the administration, faculty and staff
- Approval of the relationship by the president or the president’s designee on a case by case basis or when such activity are common within the institution
- Disclosures shall be kept confidential as permitted by law

***Applicable State Laws, Policies and Documents Pertaining to the Ethics of Relationships with Commercial Entities***

WVHEPC Series 31	Ethics
WVSOM Institutional Policy PE-14	Ethics
WVSOM Institutional Policy R-04	Conflict of Interest in Research
Faculty Handbook	

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