



EISENHOWER HEALTH

Graduate Medical Education

Code of Conduct for Scholarly Activities

Purpose: This Code of Conduct outlines the principles and standards to guide all members of Eisenhower Health in their scholarly activities, including research, case reports, and quality improvement projects. Adherence to these guidelines ensures ethical conduct, compliance with regulatory requirements, and the promotion of high-quality scholarly work.

General Principles

1. **Integrity and Honesty:** Conduct all scholarly activities with the highest level of integrity and honesty. Misrepresentation of data, plagiarism, and falsification of information are strictly prohibited.
2. **Respect for Participants:** Ensure the dignity, rights, and welfare of participants in all scholarly activities. Obtain informed consent when required and maintain confidentiality and privacy.
3. **Compliance with Regulations:** Adhere to all applicable local, state, and federal regulations, as well as institutional policies governing research, case reports, and quality improvement.

Specific Guidelines

1. **Patient Health Records:**
 - o Do not access, transfer, or analyze patient health records for the purpose of research without prior approval from the Institutional Review Board (IRB).
 - o Maintain strict confidentiality of patient health information at all times.
2. **Principal Investigators:**
 - o Only faculty members are authorized to serve as principal investigators in research and quality improvement projects. Students and trainees may participate under the supervision of a faculty member.

3. IRB Approval:

- o Obtain approval from the IRB before initiating any research project involving human subjects.
- o Obtain approval from the IRB for all observational studies including retrospective chart reviews, cohort studies, case-control studies, cross-sectional studies.
- o If the intent of your inquiry changes from quality improvement to research, seek and obtain approval from the IRB prior to proceeding with the project.

4. Conflict of Interest:

- o Disclose any potential conflicts of interest that may affect your scholarly activities. Avoid situations where personal interests could compromise the integrity of your work.

5. Authorship and Acknowledgment:

- o Assign authorship based on substantial contributions to the conception, design, execution, or interpretation of the scholarly work. Acknowledge all contributors appropriately.
- o Ensure that all authors have reviewed and approved the final version of any publication or presentation.

6. Data Management:

- o Collect, store, and manage data responsibly. Ensure accuracy, reliability, and reproducibility of data.
- o Do not store patient data on personal computers or google drive.
- o Retain research data in accordance with institutional policies and regulatory requirements.

7. Publication and Dissemination:

- o Disseminate findings through appropriate channels, including peer-reviewed journals and conferences. Share results transparently and ethically.
- o Avoid duplicate publication of the same findings without proper acknowledgment.

8. Monitoring and Compliance:

- o Regular audits of research practices and scholarly activities will be conducted to ensure compliance with the Code of Conduct.
- o Clear mechanisms will be established for reporting breaches of the Code of Conduct. Reports will be handled confidentially and investigated thoroughly.

9. **Training and Education:**

- o Eisenhower Health GME will provide ongoing training on research ethics, responsible conduct of research, and best practices in scholarly activities for all faculty, residents, and fellows.
- o Resources and support will be available to help individuals understand and comply with the Code of Conduct.

10. **Disciplinary Actions:**

- o Violations of the Code of Conduct will result in disciplinary actions, which may include retraction of publications, suspension of research activities, or other penalties as deemed appropriate.

Responsible parties: Director of Scholarly Activities & Faculty Development, Chief Administrative Officer, Graduate Medical Education, Designated Institutional Officer.