

**ASSOCIATION OF REGISTERED COMPLEMENTARY HEALTH
THERAPISTS OF IRELAND (hereinafter called ARCHTI)**

Code of Conduct

The following represents the minimum requirement regarding acceptable Code of Conduct. It applies to all Members.

If a member can demonstrate that any part of this Code of Conduct is prejudicial to good therapeutic practice in their particular therapy they may apply to the Chairman of ARCHTI, in writing, for special dispensation. The ARCHTI decision on any application will be a matter of record and is final.

All members are encouraged to uphold the codes of conduct laid down by his/her own therapy Association/Register.

1. Members shall have respect for the religious, political, spiritual and social views of any individual irrespective of creed, sex, colour or race.
2. Members shall always conduct themselves in an honourable manner and with diligence in their relations with patients/clients and the public.
3. A member should explain fully to the patient/client either verbally (or in writing if necessary) the procedures involved in the treatment or treatments and should include questionnaires, length and possible number of consultations, likely content, fees, etc. before embarking on treatment with a patient/client.
4. A member should not be judgemental and should recognise the patient/client's right to refuse treatment or to choose to ignore advice.
5. A member should keep comprehensive records of treatments, dates and advice given for at least 5 years. This is necessary should any claims of negligence arise and it is good and efficient practice. It would be for the member to show that any record can demonstrate that whatever treatment was undertaken it was reasonably administered and competently undertaken.
6. Members should be aware of the Data Protection Act and must comply with it.
7. Members, their office staff, assistants, and receptionists have a duty to keep records of all attendances, information, records and notes about a patient/client **entirely confidential**. Disclosure should not be made to any 3rd party including a member of the patient/client's own family without the patient/client's consent unless it is required by due process of the law, Statute, Statutory instrument, court order or otherwise.
8. A member should ensure their working conditions are suitable for the therapy or therapies that they practice.
9. Members must be adequately insured to practice and must provide evidence of this to the client and also to ARCHTI when requested.
10. No 3rd party, assistants or members of the patient/client's family should be present during the course of a consultation with an adult, unless the express permission of the patient/client is granted.
11. The relationship between a member and patient/client is that of a professional. It is the member's duty not to abuse the trust of care, integrity and skill placed in him/her by a patient/client.
12. A member's attitude towards a patient/client should be positive and hopeful thereby uplifting the patient/client's mental outlook and belief in a progression towards good health practice.
13. Members should never claim to "cure" and "recovery" should not be guaranteed. The possible therapeutic benefits may be described.
14. Proper moral conduct should always be paramount in a member's relationship with a patient/client and a member should behave with courtesy, dignity, respect, tact and discretion.
15. A member must not enter into a sexual relationship of any kind with a patient/client and should guard against any act, statement or suggestion that may be interpreted (mistakenly or otherwise) as having a sexual implication.
16. Members should seek a good relationship and shall work co-operatively with other healthcare professionals and respect and recognise their contribution within the healthcare profession.

17. Members visiting hospitals and nursing homes should comply with the rules and regulations laid down by those institutions and take into account visiting times and the need of medical personnel.
18. Members should ensure that they themselves are physically, psychologically and medically fit to practice.
19. Patients/clients who are mentally unstable, dependent on drugs or alcohol, severely depressed, suicidal or hallucinated require discretion for the protection of the member when carrying out private treatment and a member should not exceed his/her capacity, competence or training and, where appropriate, must refer that patient/client to a more qualified person. Medical practitioners and other healthcare professionals remain subject to the ethical codes and disciplinary procedures of their respective professions
20. Members should recognise that where a patient/client is referred to them by a Medical Practitioner, the G.P. remains clinically accountable for the patient/client and for the care offered by the member. Members of ARCHTI offer a service to patients/clients as well as a therapeutic service to and with the medical profession.
21. Members should ask a new patient/client what medical advice they have received because a member should guard against the danger that a patient/client may come for therapy for a known disorder without previously consulting a doctor and also may be found, too late, to be suffering from another serious disorder. Because it is legal to refuse medical treatment a patient/client cannot be forced to consult a doctor. If a patient/client has not seen a doctor a member should advise him/her to do so and that advice should be recorded for the member's protection.
22. A Member must not contradict or countermand prescriptions or instructions given by a doctor nor should a member advise a course of medical treatment or to take specific drugs or to undergo and operation.
23. A member should not use titles that could convey the impression of medical or other qualifications unless they are qualified in them and should make it clear to a patient/client that he/she is not a medical doctor.
24. A member should never give a medical diagnosis to a patient/client in any circumstances unless that member is also a registered medical practitioner. However, if a member has a "gift" of diagnosis and of discovering dysfunctions in the emotional, mental, spiritual and physical aspects of a patient/client the member may make mention of it, advise that a medical diagnosis should be sought from a doctor and the member should make a record of this advice.
25. Members should not diagnose, treat or perform tests on animals unless specifically qualified to do so nor should they give advice after diagnosis by a veterinary surgeon nor should a member contradict or countermand his/her instructions
26. A member should not use manipulation or vigorous massage unless they have the appropriate professional qualification.
27. A member must not prescribe or administer remedies, supplements, essential oils, herbs or other products unless they have suitable training and qualifications to do so.
28. A member should display his/her certificate of membership of ARCHTI as well as their current certificate of professional indemnity insurance in their place of work/practice. Those members working in several locations or those who offer visiting services should have copies of these documents available at all times.
29. A member should advertise in a dignified way and should not include any testimonials that claim to "cure" any disease. A member may advertise their membership of ARCHTI provided he/she is in good standing and membership is fully paid up.
30. Members will abide by the decisions made under the Complaints and Disciplinary Procedures.