	DUKE-NUS MEDICAL SCHOOL OTHERS		Effective: 17 Jun 2019
	OTH001: Duke-NUS Honour Code	VER:001	


1. The intent of the Duke-NUS Honour Code is to articulate the standards expected of Duke-NUS students and graduates. This is to ensure the highest conduct and behaviour of Duke-NUS students and graduates and to ensure the safety of patients. The students of the Duke-NUS Medical School (Duke-NUS) have the privilege of training to enter a distinguished and honourable profession. Students have a responsibility to conduct themselves with both academic and professional integrity in the pursuit of their studies at Duke-NUS.

2. Medical and healthcare professionals have an extraordinary responsibility for others' lives and health. As part of their education and training, students must practice the ethic of service that they will uphold throughout their professional lives. Since training in ethical and professional behaviour is integral to the education of medical professionals, violations of the standards and principles set out in this Honour Code will be considered as an academic issue and may jeopardise advancement and graduation in the same way as other academic matters.


3. This Honour Code is intended to provide an overview of the standards of intellectual honesty, integrity, responsibility and professionalism expected from students of Duke-NUS. It is meant to serve as a broad framework, and should not be treated as an exhaustive list of all potential issues which students may encounter in the course of their education and training. Students are expected to adhere to both the spirit and the letter of this Honour Code at all times.

4. Students must also review and be familiar with all relevant regulatory and/or government requirements such as the Ministry of Health's National Outcomes Framework for Medical Graduates, the Singapore Medical Council's (SMC) Ethical Code and Ethical Guidelines, the SMC's Handbook on Medical Ethics, Personal Data Protection Act and the relevant Duke-NUS and NUS policies and procedures and the NUS Student Codes of Conduct. These professional standards may be referred to for guidance in assessing the appropriateness of a student's conduct or behaviour. Students are also subject to the Healthcare Institutions' (HCIs) Code of Conduct and appropriate orientation instructions as determined by the HCIs.

5. **Expected Standards of Personal and Professional Integrity and Honesty**
 - 5.1. Students of Duke-NUS are expected to conduct themselves with academic honesty and integrity in a manner that is consistent with the values of the medical profession and aligned with the mission and values of Duke-NUS.


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- 5.2. To demonstrate academic integrity and honesty, students must:
- 5.2.1. Submit only their own work for course or research credit. Full and obvious acknowledgement must be given to any content from another's work (whether the content is taken word-for-word or paraphrased). Plagiarising other sources to write or present academic papers, research reports or clinical reports, whether in whole or in part, is dishonest.
 - 5.2.2. Not collaborate with others on work that is claimed to be one's own. Instructors will make clear when collaboration is permissible. Students must ask for clarification if in doubt.
 - 5.2.3. Give full and obvious acknowledgement to collaborators when collaboration to produce a project or report is permitted.
 - 5.2.4. Submit original work for course or research credit and not submit work done previously for credit in another course.
 - 5.2.5. Not use, give, or receive unauthorised materials or assistance to gain unfair academic advantages over colleagues prior to, during or after an examination or any other evaluative procedures.
 - 5.2.6. Not take an examination nor complete an assignment for another person.
 - 5.2.7. Respect the intellectual property and learning materials of others. Taking, keeping, tampering with or destroying such property may inflict unfair academic disadvantages on others.
 - 5.2.8. Take all examinations when scheduled unless appropriately excused. Students must never delay taking examinations for the purpose of gaining academic advantages over colleagues.
 - 5.2.9. Refrain from unauthorised copying or removal of test and examination materials.
 - 5.2.10. Not alter, falsify or misuse academic, research or patient documents, records or data.
 - 5.2.11. Not gain unauthorised access to academic or administrative files, patient medical records, or research documents, via computer or otherwise.
 - 5.2.12. Use only access codes, passwords, login codes, keys and facility access cards issued to the student.
 - 5.2.13. Not engage in cheating in any form, deceptive fabrication, plagiarism or violation of any intellectual or copyright laws.

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- 5.2.14. Report any suspected incidents of academic dishonesty to the appropriate faculty or staff of Duke-NUS.
- 5.2.15. Refrain from any behaviour that compromises intellectual integrity and honesty.

- 5.3. To ensure a safe, respectful and conducive learning environment for everyone, students must:
 - 5.3.1. Treat others with dignity and respect regardless of race, religion, gender, sexual preference, disability or socioeconomic status.
 - 5.3.2. Not engage in disorderly or offensive behaviour such as making threats against others, intimidating others, harassing others, committing assault and battery, or participating in any unlawful assembly.
 - 5.3.3. Not engage in conduct which is hostile, degrading, humiliating or offensive for another person.
 - 5.3.4. Refrain from participating in any activity which physically or mentally harms, intimidates or humiliates other students, in particular, negative or improper orientation practices (also known as “ragging”).
 - 5.3.5. Not engage in any unwanted sexual advances, lewd conduct, inappropriate physical contact, sexually explicit remarks or innuendoes of a sexual nature, offensive body language or gestures or any other forms of sexual harassment.
 - 5.3.6. Not engage in any theft, fraud or misapplication of School funds or property of any kind and not damage or deface any property belonging to others.
 - 5.3.7. Refrain from smoking on School premises.
 - 5.3.8. Comply with all appropriate health and safety requirements and regulations in the School, healthcare institutions and other practice areas.
 - 5.3.9. Refrain from the irresponsible consumption and/or use of alcohol or of any other impairing substance (including but not limited to illegal substances or prescription drugs). Students must not attend or participate in any course, training or other activity in connection with their studies at the School while under the influence of alcohol or any other impairing substance.
 - 5.3.10. Use digital and social media responsibly. Students must adhere to the same standards of behaviour online as they would in face-to-face interactions with other persons and refrain from engaging in any irresponsible or inappropriate online behaviour. Students should note that irresponsible use of digital and


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social media, even if done in a personal capacity and/or off campus, may have a significant detrimental effect on the interest or welfare of others and the School.


- 5.3.11. Cooperate with any investigation into a complaint of student misconduct and comply with directions, instructions and/or orders given during the investigation, including instructions to appear in person, answer questions fully, or produce any documents as may be required. Comply with any sanctions or other requirements imposed on the student as a result of a complaint of student misconduct.

6. Expected Standards of Personal and Professional Behaviour


- 6.1. Students of Duke-NUS should carry out their clinical and professional responsibilities safely, to the best of their ability and behave respectfully and professionally towards others, especially patients, research subjects, the family members of patients and research subjects, healthcare professionals and staff, fellow students, and the faculty and staff of the School.
- 6.2. To show concern for the welfare of others, students must:
- 6.2.1. Treat others, especially patients, research subjects, and their family members, with respect and dignity both in their presence and in discussions with others.
 - 6.2.2. Undertake clinical duties and persevere to the best of their ability.
 - 6.2.3. Recognise and work within any limitations in terms of their own knowledge and skills, physical alertness and abilities. Students must always act responsibly and seek appropriate consent, supervision, advice or assistance when and where appropriate.
 - 6.2.4. Perform clinical or research tasks safely and effectively. If safety is compromised, students must notify the responsible person immediately.
 - 6.2.5. Learn to recognise how their personal values may influence their provision of care, and acknowledge and respect patients' or research subjects' views and autonomy.
 - 6.2.6. Make decisions in the best interests of their patients and research subjects. Where matters are beyond a student's knowledge and skill, he/she must seek appropriate supervision, advice or assistance.

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- 6.2.7. Demonstrate the ability and willingness to promote, monitor and maintain health and safety in the clinical setting.
 - 6.2.8. Comply fully with the administrative procedures of the School and/or healthcare institution(s).
 - 6.2.9. Not compromise patient care, patient responsibilities, interactions with patients, research subjects, the family members of patients and research subjects, healthcare professionals and staff, fellow students, and/or the faculty and staff of the School, or their medical education through any form of impairment such as, fatigue, the use of alcohol or illegal substances.
 - 6.2.10. Not engage in romantic, sexual, or other inappropriate relationships with a patient, even upon the apparent request of a patient.
7. Students must voluntarily remove themselves from patient care duties and seek professional help or advice from their Assistant/Associate Dean of Student Affairs if they recognise any physical, mental or emotional problems that could impair effective patient care, their interactions with patients, research subjects, the family members of patients and research subjects, healthcare professionals and staff, fellow students, and/or the faculty and staff of the School, or their medical education. Duke-NUS will endeavour to advice, support and help such students seek appropriate help for their impairment. Students who fail to follow recommendations and referrals for appropriate help may be investigated by the Student Conduct Committee for personal and professional misconduct or unprofessional behaviour.
8. To work collaboratively and constructively with peers and healthcare professionals and to build trust in and through their professional relationships, students must:
- 8.1. Deal with professional, staff and peer members of the healthcare team in a considerate manner and with a spirit of cooperation.
 - 8.2. Foster effective communication and share relevant information about patients or research subjects where it would be in the patients' or research subjects' best interest.
 - 8.3. Work collaboratively in a team and contribute to the best of their abilities to improve the team's performance, correct deficiencies and improve the quality of care provided.
 - 8.4. Act with an egalitarian spirit toward all persons encountered in a professional capacity regardless of race, religion, gender, sexual preference, disability or socioeconomic status.

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- 8.5. Avoid disruptive behaviour that might interfere with others' learning or clinical care of patients.
 - 8.6. Refrain from making gratuitous, malicious or unjustified comments (whether explicitly or by implication) that could undermine patients' trust in other healthcare professionals or peers, or undermine patients' and/or the public's regard or respect for and trust in healthcare professionals or the medical profession.
 - 8.7. Be truthful in communications with others, acknowledge errors and not knowingly mislead others or promote themselves at patients' or research subjects' expense.
 - 8.8. Report or communicate to an appropriate supervisor, faculty or staff member at Duke-NUS any reasonable belief that patients or research subjects have been harmed or may be at imminent risk of harm due to a healthcare professional's or a peer's conduct.
9. To demonstrate respect for the rights of others, especially patients, and to demonstrate a professional demeanour, students must:
- 9.1. Respect the right of a patient or research subject and his or her family to be informed about, participate in, and make decisions relating to patient care.
 - 9.2. Respect the right of the patient and the research subject to decide whether to participate in research, to undergo prescribed treatments, and to seek a second opinion.
 - 9.3. Respect religious sensitivities, cultural and economic diversity and vulnerable patient groups, including situations where decisions are made about end-of-life care.
 - 9.4. Refrain from making moral judgments about patients' or research subjects' habits or lifestyles and from allowing personal prejudices and biases to influence the approach to patient care.
 - 9.5. Understand the importance of making decisions or opinions about patient care on an objective assessment of clinical needs and likely effectiveness of treatment options.
 - 9.6. Be sensitive and conscientious in respecting patients' or research subjects' private matters, including when discussing or examining the intimate parts of a patient's or research subject's body or when discussing a patient's sexual history and functioning. Students must respect patients' and research subjects' boundaries and be sensitive to discomfort or hesitancy on a patient's or research subject's part.
 - 9.7. Respect patients' and research subjects' modesty and privacy, including through the appropriate and responsible use of social media.
 - 9.8. Not initiate or engage in an inappropriate social media relationship with a patient.

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- 9.9. Not make or use audio or visual recordings of patients or research subjects unless medically necessary or the patient or research subject has given specific and informed consent which has not been revoked. Students must ensure that a patient's or research subject's confidentiality and privacy is respected and protected in the storage or use of recordings.
- 9.10. Maintain and safeguard the confidentiality of patient and research subject information, including paper records, computerised records, and verbal communications.
- 9.11. Not misrepresent or hold themselves out as licensed or certified healthcare provider.
- 9.12. Strive to maintain their composure under pressures of fatigue, professional stress or personal problems.
- 9.13. Maintain a neat and clean appearance, and dress in suitable and professional attire.