



AHE Signature Program Trainer Code of Ethics

The AHE Signature Program Trainer Code of Ethics Guide has been designed to establish trainer ethics to protect the students, trainers, and master trainers participating in the Association for the Health Care Environment (AHE) Train-The-Trainer programs and, to the extent possible, define acceptable and unacceptable categories of behavior.

It is the individual responsibility of each trainer to understand the guidelines of using the Train-The-Trainer program to train technicians in their facility and to aspire to the highest possible standards of conduct. Trainers must respect and protect human civil rights and should not knowingly participate in or condone unfair or discriminatory practices.

This Code of Ethics Guide applies to ALL trainers at all levels in any way associated with the AHE Train-The-Trainer program.

Trainers, managers, and directors are ineligible for CHEST, CSCT, and CNACC certifications. Please do not schedule these individuals for testing. **Trainer *designations* will be revoked for trainers who take the test themselves or who schedule managers and directors for certification.**

GENERAL PRINCIPLES

Competence

AHE Signature Program Trainers strive to maintain high standards of excellence in their training work. They recognize the boundaries of their competencies and the limitations of their expertise. They provide only those services and use only those techniques for which they are qualified by education, training, or experience. AHE Signature Program Trainers maintain knowledge of relevant educational information related to the environmental services technician and use professional and technical resources through AHE and/or their facility. The AHE reserves the right to reject or deny applications and requests for T-CHEST, T-CSCT, and T-CNACC designation and/or revoke Trainer status.

Integrity

AHE Signature Program Trainers are honest and fair. They do not make statements that are false, misleading, or deceptive. Trainers strive to be aware of their belief systems, values, needs, limitations, and their effect on the training. They avoid improper and potentially harmful relationships.

Professional Responsibility

AHE Signature Program Trainers uphold professional standards of conduct, clarify their professional roles and obligations, accept appropriate responsibility for their behavior, and adapt their methods to the needs of diverse participants. AHE Signature Program Trainers' moral standards and conduct are personal matters, except when trainers' conduct may compromise their obligations or responsibilities as a Trainer.

Respect Diversity

AHE Signature Program Trainers respect all Train-The-Trainer program participants' fundamental rights, dignity, and worth. Trainers are aware of individual differences, try to eliminate the effect of biases on their work, and do not knowingly participate in or condone unlawful or discriminatory practices.

Concern for Others' Welfare

AHE Signature Program Trainers seek to contribute to the welfare of those with whom they interact. In their actions, trainers consider the welfare and rights of all participants. When conflicts occur, they attempt to resolve them to perform their roles in a responsible and professional manner that avoids or minimizes harm. Trainers are sensitive to differences in power between themselves and others; they do not exploit or mislead other people before, during, or after their instructional relationships.

GENERAL STANDARDS

Applicability of Code of Ethics Guide

While many aspects of personal behavior and private activities seem far removed from the official duties of certification training, all trainers should be sensitive to their position as role models for environmental services technicians and other frontline health care workers. Private activities perceived as immoral or illegal can influence others' perceptions of the AHE programs and their purpose. Trainers are encouraged to observe this Code of Ethics Guide's standards consistently.

Boundaries of Competence

Trainers are eligible to perform designated AHE training program services ONLY after completing all the program requirements of the designated Train-The-Trainer program (CHEST, CSCT, and/or CNACC) conducted by an AHE Master Trainer through an Association for the Health Care Environment (AHE) sanctioned program.

Maintaining Expertise

Trainers maintain a reasonable level of awareness of related educational information and undertake ongoing efforts to maintain competence in the skills they use.

Basis for Professional Judgments

Trainers rely on scientifically and professionally derived knowledge when making judgments or engaging in instructional endeavors.

Describing the Nature of Instruction

When Trainers provide services or information to an individual, a group, or an organization, they use reasonably understandable and appropriate language to the recipients of those services and use information that is always updated and truthful.

Respecting Others

Trainers respect the rights of others to hold values, attitudes, and opinions that differ from their own. Trainers recognize the perceived power they hold over participants when engaged in instruction and, therefore, make reasonable efforts to avoid engaging in demeaning conduct.

Discrimination

Trainers do not engage in discrimination on any basis as prescribed by law.

Sexual Harassment

Trainers do not engage in sexual harassment. Trainers treat sexual harassment complainants and respondents with dignity and respect.

Misuse of Influence

Because trainers' judgments and actions may affect the lives of others, they are alert to guard against personal, financial, social, organizational, or political factors that might lead to misuse of their influence.

Exploitative Relationships

Trainers do not exploit participants over whom they have supervisory, evaluative, or other authority. Trainers do not engage in sexual and/or romantic relationships with participants over whom the trainers have evaluative, direct, or indirect authority whenever such relationships are likely to impair judgment or be exploitative.

Honoring Commitments

Trainers take responsible measures to honor all commitments they have made to participants.

Avoidance of False or Deceptive Statements

Trainers do not make public statements that are false, deceptive, misleading, or fraudulent (either due to what they state, convey, or suggest or because of what they omit) concerning their accomplishments or activities or those of persons or organizations with which they are affiliated. As examples (and not in limitation) of this standard, trainers do not make false or deceptive statements concerning:

Their training, experience, competence, or services.

Their institutional or association affiliations.

Their academic degrees.

Their credentials.

The basis for, results of, or degree of success of their services.

Representing the Association for the Health Care Environment (AHE)

Trainers understand that their business relationship with the AHE is that of a customer who has completed all the requirements to be granted Trainer credentials by AHE to teach CHEST, CSCT, or CNACC certification courses. Trainers understand they are not AHE employees and may not represent AHE in any capacity or make decisions or business commitments on behalf of the AHE.

CONTENT AND LIMITS OF AUTHORITY

Content

For the purposes of this Code of Ethics Guide, the term "content" includes all materials provided by AHE to Trainers for the purpose of delivering a curriculum used in preparing participants for the CHEST, CSCT, or CNACC examination. Content also includes all materials related to the training program, including written content, pictorial or photographic content, electronic or graphical content, tabular content, and audio or video content. All content is copyrighted by the Association for the Health Care Environment (AHE) of the American Hospital Association (AHA). Trainers agree they are not to copy/reproduce or alter (add or remove) any of the curriculum or its contents. Delivery of the designated program curriculum is prescribed and must be delivered to participants as designed.

Trainers who are employees of or subcontractors to the supplier, manufacturing, vendor, or consulting end of the health care industry may not, under any circumstances, incorporate company products, solutions, or other training programs to augment AHE training. The AHE curriculum delivery must always remain product-neutral. Failure to adhere to this guideline will result in the loss of Trainer status. AHE reserves the right to audit all training programs at any time to ensure the integrity of program delivery.

A trainer may not resell any content, including any books or materials related to the AHE-sanctioned program. If a trainer is approached by a third party requesting AHE content, trainers may refer the third party to the AHE.

Limitations on Authority

As an AHE Signature Program Trainer, your program delivery represents AHE and, by default, its parent company, the AHA. However, this customer relationship does not create a joint venture, sponsorship, endorsement, or employer/employee relationship by or between the AHE and the Trainer. Therefore, use of the AHA or AHE name or any service marks, trademarks, logos, or emblems of either organization for marketing or promotional purposes or in a client list is strictly prohibited.

RESOLVING ETHICAL ISSUES

Whether a trainer has violated the Code of Ethics Guide does not in itself determine if legal consequences occur. These results are based on legal rather than ethical rules. However, compliance with or violation of the Code of Ethics Guide may be relevant as evidence in some legal proceedings, depending on the circumstances. At a minimum, AHE reserves the right to suspend or revoke Trainer status.

Familiarity with Ethics Guide

Trainers have an obligation to be familiar with this Code of Ethics Guide (or as it may be amended from time to time), other applicable ethics codes, and their application to the Trainer's work. Lack of awareness or misunderstanding of an ethical standard is not, in itself, a defense to an accusation of unethical conduct. The Trainers must check the AHE website for the most current Code of Ethics language.

Informal Resolution of Ethics Violations

When participants believe that there may have been an ethics violation by a Trainer, they may attempt to resolve the issue by bringing it to the attention of that individual in an informal manner.

Formal Reporting of Ethics Violations

If an apparent ethics violation is not appropriate for informal resolution under this Code of Ethics Guide or is not resolved properly in that fashion, participants and the AHE may take further action by the following actions.

Participant:

Any participant with first-hand knowledge may notify the AHE in writing, identifying those involved and the specific ethics violations and describing actions taken to resolve the situation.

The AHE:

The AHE will review and investigate documented ethics violation charges. The AHE will review the ethics violation charge with AHE legal counsel if necessary. The AHE will notify the accused of the allegation in writing if the charge is credible. The accused will be given the opportunity to respond in writing. The AHE will render a decision and notify the accused in writing. The decision may result in exoneration or in sanctions, including, but not limited to, suspension or revocation of AHE training credentials. The AHE will keep a written record of all reviews, responses, and actions.

Cooperating with Ethics Investigations

All Trainers must cooperate in ethics investigations and proceedings. Failure to cooperate is itself an ethics violation.

TERMS OF TRAINER CREDENTIAL

Once you successfully complete the Train-The-Trainer CHEST, CSCT, or CNACC training/program requirements, you attain T-CHEST, T-CSCT, or T-CNACC status. Your T-CHEST, T-CSCT, or T-CNACC Trainer status remains in good standing unless you fail to meet the eligibility criteria outlined below. These criteria are subject to change. It is each trainer's responsibility to refer to the AHE website for the most current requirements.

Each year from the date listed as an AHE Signature Program Trainer (T-CHEST, T-CSCT or T-CNACC), to maintain Active Trainer status, Trainers must:

An AHE signature program trainer status remains active for three **(3) years** after completing the initial Train-The-Trainer (T3) program.

To renew or continue the active trainer status, the trainers need to:

EVERY YEAR:

- 1) Submit the AHE Signature Program designated trainer check-in form for the appropriate program(s). The form must be sent each December 1st through 31st, to validate or update your contact information for the following year. The form will also be available on the AHE website to help you keep current.

EVERY THREE (3) YEARS:

1. **Submit the AHE Signature Program Designated Trainer check-in form AND one (1) of the following to validate that you have:**
 - 1) Conducted at least two (2) AHE Signature program certification training sessions at your facility within 3 years,
or
 - 2) Became a designated trainer at one of the AHE Signature Train-The-Trainer Programs within the three-year year period,

or

- 3) Provide proof of attendance from the AHE *Bootcamp for Trainers: AHE Signature Program Trainer Eligibility Renewal* program and obtain nine (9) additional credit hours (six (6) of professional training in EVS and three (3) in general course facilitating/training) within 3 years. The training details will need to be listed on the submission form,

or

- 4) Obtained 18 credit hours of training that includes twelve (12) hours of professional training specific to EVS and six (6) credit hours in general course facilitating/ training within 3 years. The training details will need to be listed on the submission form.

2. **Upload and submit an updated, signed code of ethics.**

NOTE:

Multiple Designation Trainer: If you hold multiple trainer designations (T-CHEST, T-CSST, and T-CNACC), you can combine credit hours to meet your active trainer eligibility requirements. You need only attend one (1) *Bootcamp for Trainers* program.

Credit Hours: AHE EXCHANGE credits can be counted towards the active trainer eligibility credit hours. Certificates of attendance/completion are necessary to prove that credit hours were obtained and must be submitted during check-in. If you don't have a certificate of completion, detailed information about the education must be provided. All credit hours are subject to AHA approval.

Violating the terms and/ or standards outlined in this Code of Ethics Guide will result in the deactivation or revocation of the AHE Signature Program Trainer status.

AHE Signature Program Trainer Code of Ethics Attestation

I attest that I have read this Code of Ethics Guide and agree that as the AHE Signature Program Trainer, I will uphold the standards of conduct and abide by the dictates outlined herein.

I am attesting to this ethics agreement for the following trainer designation:
(Please choose one).

- T-CHEST T-CSCT T-CNACC

First and Last Name of the Trainer (please print or type)

Signature of the AHE Signature Program Trainer

Today's Date: _____

Note:

The content of the Code of Ethics Guide is subject to change. Always look for the most recent versions of the Code of Ethics online at ahe.org.

