

**PERSONAL ASSISTANCE OVERSIGHT (PAO) COMMITTEE
CODE OF ETHICS
December 2009**

Preamble

Commitment to ethical professional conduct is expected of every member of the Personal Assistance Oversight (PAO) Committee.

The Code is intended to serve as a basis for ethical decision-making in the conduct of committee work. It may serve as a basis for judging the merit of a formal complaint pertaining to violation of professional ethical standards.

It is understood that some words and phrases in a code of ethics are subject to varying interpretations, and that any ethical principle may conflict with other ethical principles in specific situations. Questions related to ethical conflicts can best be answered by thoughtful consideration of fundamental principles, rather than reliance on detailed regulations.

Code of Ethics

1. Uphold laws ... members of the Personal Assistance Oversight (PAO) Committee will uphold laws and regulations of the United States and the State of Idaho.
2. High standards ... members of the Personal Assistance Oversight (PAO) Committee will be of professional competence.
3. Partisanship ... members of the Personal Assistance Oversight (PAO) Committee will avoid partisanship.
4. Disclosure ... Individual members shall disclose any actual or potential circumstance concerning him/her that might reasonably be thought to create a conflict of interest or have an adverse impact on the committee or its decisions. Based on any conflict of interest the committee may decide to replace the member.
5. Full Effort and Service ... members shall provide full effort and service to the position entrusted to them in which stewardship has been granted; giving earnest effort and best thought to the performance of duties.
6. Honor the Process ... members shall participate in planning, monitoring, and recommending changes to the Medicaid waiver and personal assistance programs to the Medical Care Advisory Council.
7. Confidentiality ... members shall never use any information gained confidentially in the performance of committee duties as a means of making private profit or gaining personal advantage of any kind.
8. Session Review ... members shall in each session review these principles and abide by them as committee members.

9. Reporting Violations ... members shall individually inform the facilitator of actual or potential violations of these ethics.

Standards of Conduct

1. Avoid the use of abusive, threatening or intimidating language or gestures.
2. Members shall attend all meetings in accordance with the bylaws.
3. Carry out the liaison responsibilities assigned by the committee to the fullest extent practicable including maintaining open lines of communication and fully and fairly representing the issues and concerns of the committee.
4. Respect the process of the meeting.
5. Make a conscientious effort to be well prepared for each meeting.
6. Diligently exercise the committee's oversight role, questioning where appropriate but avoiding personal attacks.
7. Work to create a positive environment in all meetings and contacts where everyone will feel comfortable as observers or participants.
8. Maintain an attitude of courtesy and consideration toward all colleagues during all discussions and deliberations.
9. Be guided by the principle that an individual member has no authority by him or herself; all precautions must be taken in communications both public and private to ensure an understanding that an individual committee member is expressing only his or her individual opinion.
10. Be respectful, attentive and concise.
11. Members shall not disparagingly discuss another member.
12. Whenever a member believes that another has violated this Code of Ethics or Standards of Conduct it is incumbent on him or her to bring the issue to the person first, then to the chairman of the committee, who shall immediately investigate the allegation and, if substantiated and not resolved with the individual member, bring the issue to the full committee in closed meeting.