

FAQ: Implementing Physician Society Policies

This FAQ has been developed to support physician societies in implementing the following policies:

- Workplace bullying and harassment policy
- Code of conduct and conflict of interest policy
- Privacy policy

Applicable for all policies:

How often do we need to review our policies and procedures, and who should be involved?

It is a good practice to review the policy statements and procedures annually with members of the working group and supporting staff, whether employees or contractors. Final policy statements and procedures should be signed off by the President of the Physician Society.

Who needs to be informed of new policies or any updates to existing policies and procedures?

It is important that all workers, including physician society executives and members involved in facility engagement activities, are kept informed of updates made to the policies and procedures. It can be incorporated into the onboarding process for new executives, during working group meetings and at annual general meetings with the membership. Additionally, Physician Societies can include reminders through medical staff bulletins and newsletters, or post notices at doctors' lounge to increase awareness of the policies among its members.

Workplace bullying and harassment policy:

How can we set up procedures for reporting workplace bullying and harassment complaints?

If the Physician Society does not have a reporting procedure in place, please refer to WorkSafeBC's [template](#) that can be adapted to the needs of Physician Societies. It is imperative that appropriate reporting procedures are set up so that workers, or Physician Society members, know how to report an incident or a complaint. Your engagement partner can help you determine to whom a complaint should be directed. That may be a member of the executive, the project manager, the engagement partner, or an outside consultant.

How can we set up procedures for investigating workplace bullying and harassment complaints?

WorkSafeBC's [Bullying and Harassment Resource Tool Kit](#) offers resources, including a [template](#) for developing investigation procedures and a [sample investigation form](#) that can be adapted to the needs of Physician Societies. If the Physician Society has the resources, reasonable efforts should be made within the Physician Society to address the complaints. Otherwise, your engagement partner can help direct the claim to the appropriate person at Doctors of BC for an appropriate referral.

Code of conduct and conflict of interest policy:

How can we implement a code of conduct and conflict of interest policy?

It is recommended that Physician Societies communicate the code of conduct to all workers involved in facility engagement activities, including executives and committee members, through medical staff

bulletins and newsletters and seek regular feedback to ensure that the code of conduct is clear and easy to understand.

To implement a conflict of interest policy, Physician Societies can develop procedures for disclosing a conflict of interest, and assessing and addressing conflicts of interest. This includes designating a member of the staff or working group to be responsible for escalating reports of, and managing, conflicts of interest.

Privacy policy:

How can we set up privacy procedures for collecting, using and disclosing personal information?

Physician Societies can use the [privacy procedure template](#) that was developed by Facility Engagement. If the Physician Society has the capacity and resources, it is important to designate a member of the staff or working group as the Privacy Officer who will be accountable for the Physician Society's compliance with the privacy policy. For Physician Societies requiring additional support, please reach out to your engagement partner for assistance.