



Step(s)	Action(s)
Outline the reasons why you are developing a Code of Conduct. Keep your reason clear and simple.	
How will you get Service Users and Carers involved at the formative stage.	
You may want to consider the following themes in your Code of Conduct.	<ul style="list-style-type: none"> <li>• Accountability</li> <li>• Confidentiality</li> <li>• Communication</li> <li>• Respect</li> <li>• Responsibility</li> <li>• Integrity</li> </ul>
When you have identified your Code of Conduct themes, you may want to consider giving a clear and simple explanation of what they mean. Please see example in next (right) column.	<ul style="list-style-type: none"> <li>• Integrity</li> </ul> <ol style="list-style-type: none"> <li>1. Be honest, recognise other members achievements, struggles and accomplishments;</li> <li>2. Take reasonable steps to disclose personal interests that might influence others' perceptions;</li> <li>3. Avoid any possible conflicts of interest; and</li> <li>4. Seriously consider any complaints.</li> </ol>
Identify the methods of how Service Users and Carers will sign up and embrace the Code of Conduct i.e. verbal or written consent.	
Implement a review date/process into your Code of Conduct after its initial inception. This will help keep the Code of Conduct current and help re-focus everyone.	
Ask for feedback.	<ul style="list-style-type: none"> <li>• What areas of the Code of Conduct is working?</li> <li>• What new themes do we need to introduce?</li> </ul>
Consider how you will capture the learning from developing a Code of Conduct.	<ul style="list-style-type: none"> <li>• What worked well when developing this?</li> <li>• What would I do differently if I was to do it again?</li> </ul>

For more information on Involvement, Co-Production and Partnership Working please visit the Engage website.

<http://engage.hscni.net>

KEY

Planning

Doing

Reviewing

