Module 2. Introduction to Site Audit - Professional Ethics for Site Auditors

Purpose: To become familiar with SPI-RT Auditor Code of Ethics and Code of Conduct Rules and how to adopt these codes for SPI-RRT auditing.

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| Pre-requisite  Modules | Module 1  Module 2-1 Introduction to site audit |
| Module Time | 30 minutes |
| Overall Learning Objectives | At the end of this module, you will be able to:   * Describe Code of Ethics for SPI-RRT Auditors * Understand the Code of Conduct for SPI-RRT Auditors * Apply the Rules of Conduct for SPI-RRT Auditors * Understand appropriate actions to maintain site integrity and client confidentiality |
| Resources | PowerPoint slides and flipchart |

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| **Slide #** | **Title** | **Teaching Points** |
| 1 | Professional Ethics For SPI-RT Auditors | DISPLAY this slide before you begin the activities for this module. Make sure participants are aware of the transition into a new module and activities related to Audit introduction. |
| 2 | Content Overview | Briefly STATE points on slide. |
| 3 | What is Ethics | READ Ethics Definition  EXPLAIN how this definition is part of the SPI-RRT audit |
| 4 | Code of Ethics for SPI-RRT Auditors | READ Content of Slide  STRESS the underline part of each sentence  EXPLAIN the Code of Ethics are instruction on how the auditor is to approach the SPI-RRT audit and are standards to which the auditor will be held. |
| 5 | Code of Conduct for SPI-RRT Auditors | EXPLAIN the Code of Conduct is a set of rules outlining the social norms and rules and responsibilities of, or proper practices for the SPI-RRT Auditor.  READ first section to participants  EXPAIN the Code of Conduct Rules involve Integrity, Objectivity, Confidentiality, and Competency. We will go into more detail on the Code of Conduct Rules |
| 6 | Rules Of Conduct | EXPALIN each rule of conduct on slide. |
| 7 | Responsibilities | DISCUSS the rsponsibilities of a site auditor as indicated on the slide. |
| 8 | Integrity | READ what Auditor must do for integrity  EXPLAIN that integrity for the site requires auditor to obtain permission for various practices in the auditing process  ASK participant to explain what these intergrity rules are intended for in regards to SPI-RRT auditing. |
| 9 | Objectivity | READ what Auditor must do for objectivity  ASK participant to explain what these objectivity rules are intended for in regards to SPI-RRT auditing |
| 10 | Confidentiality | READ what Auditor must do to maintain Confidentiality  EXPLAIN that confidentiality rules are the most broken rule either on purpose or accidently. Tell participants to think before discussing any results from the audits.  ASK participant to explain what these Confidentiality rules are intended for in regards to SPI-RRT auditing |
| 11 | Competency | READ what Auditor must do for Competency  ASK participant to explain what these competnecy rules are intended for in regards to SPI-RRT auditing |
| 12 | Section Header | Ethical Scenarios |
| 13-16 | Scenarios I- IV | REVIEW each scenario  ASK participants what were the ethical failures in scenario  ASK participants how would they correct the ethical failures |
| 17 | Key messages | STATE the key messages on the slide. |
| 15 | Review | EMPHASIZE the Code of Ethics and Conduct rules.  ASK participant to:   * In your own words, what is professional ethics for a SPI-RRT auditor? * Why is it important? * Give examples of actions you can take to maintain client confidentiality. * Give an example of a code of ethics to which you are willing to personally commit.   ANSWER any questions participants may have. |