

CAAHP Statement of Ethical Principles for Advisors (Adopted at the CAAHP Business Meeting--June 25, 2020)

CAAHP Advisor Members attend to at least three major professional priorities:

1. Service to one's students
2. Service to one's institution, and
3. Service to the CAAHP

In regard to these three major professional priorities, CAAHP Advisors are expected to:

1. Use one's best judgment in instances of conflicts among the major priorities of one's students, one's institution, and CAAHP; and, beyond these conflicts, avoid interests or activities that interfere with the conduct of one's official duties.
2. Recuse oneself when avoiding a conflict of interest is not possible, and be transparent when recusing and avoidance are not feasible.
3. Refer more complex matters--when not resolved by avoiding, recusing, and being transparent--to a supervisor or CAAHP Board member(s) for further consideration as applicable.

The following **professional values** provide a conceptual basis for the **principles** at the core of the pre-health advising profession as endorsed by the Central Region:

- **Care & Competence:** Be accessible. Commit to ongoing learning, development, and dissemination of factual and relevant information. Acknowledge one's own limits in terms of expertise, and make appropriate referrals. Act with courtesy and thoughtfulness. Promote students' well being. Respect the dignity and worth of students and colleagues. Maintain professional boundaries. Refrain from imposing one's own values onto others. Empower students to make their own informed decisions. Value one's role as mentor, and strive for excellence in professional advising relationships.
- **Accountability & Truthfulness:** Accurately represent services and assistance provided. Fulfill one's responsibilities. Maintain accurate and secure records. Refrain from deceiving or misleading students, fellow Advisor members, stakeholders in the admissions process, and others with whom the Advisor, their institution and/or CAAHP has business relationships. Periodically assess one's own or office services to promote improvements. When relevant, obtain informed consent. Report results and outcomes with integrity and transparency.
- **Inclusivity & Fairness:** Strive to be aware of one's own biases. Acknowledge and act appropriately (e.g., recusal, seeking counsel, etc.) when one's biases interfere with inclusivity or fairness. Commit to equitable access. Support the worth, dignity, potential, and uniqueness of students and colleagues. Continue to develop one's cultural competency. Value diversity in all professional activities including hiring and training where applicable. Maintain ethical relationships with students and colleagues.

- **Civility & Collaboration:** Conduct oneself with professionalism. Be mindful of one's own online presence. Nurture healthy relationships with constituents including but not limited to students, alumni, parents, colleagues, administrators, schools/programs, and vendors. When appropriate for one's role and allowed by institutional policies, actively seek partnerships beneficial to students.
- **Trust & Confidentiality:** Protect the confidentiality of students' personal information including, but not limited to, FERPA protected information, professional plans, and application outcomes. Be knowledgeable about applicable exceptions such as responsibilities for mandated reporting. Safeguard the confidentiality of one's access to and information available via student and applicant information systems (e.g., AAMC's Advisor Information System and the Universal Advisor Portal). Keep passwords and data safe.
- **Integrity & Ethics:** Strive for ethical decision-making and encourage students and colleagues to conduct themselves in a similar manner. Know the rules and policies affecting one's work at one's own institution. Comply with standards for ethical research. Seek advice from experts, mentors, or supervisors as necessary. Behave professionally on sponsored visits. Maintain objectivity and students' best interest in relationships with hosting institutions. To the degree possible, avoid or limit conflict of interest or the perception thereof. When conflicts do exist, first recuse and then be transparent when recusal is not possible. Do not misrepresent one's own institution or CAAHP in any negotiations, dealings, contracts, or agreements.