

Research & Ethics Committee

AGENDA

Tuesday, April 8, 2025 @ 5:30pm

Item	Description	MRP
1.0	Call to Order and Introductions	Tracey Burkhardt
2.0	Approval of the Agenda	Tracey Burkhardt
3.0	Declaration of Conflict of Interest	Tracey Burkhardt
4.0	Approval of Previous Minutes: January 28, 2025*	Tracey Burkhardt
5.0	Business Arising from the Minutes	
	5.1 Code of Ethics & Professional Conduct (revised draft)*	Geri Geldart
	5.2 Code of Ethics – possible new format – for discussion*	Geri Geldart
6.0	Standing Report	
	6.1 Research & Ethics Report for Q4 –Jan 1, 2025 – March 31, 2025*	Kelsey Rusk
	6.2 Operating Plan Progress Report*	Kelsey Rusk
7.0	New Business	
	7.1 Research Approval Form – sample from 2022 – for consideration*	All
8.0	Next Meeting: Thursday, September 18, 2025 @ 5:30pm	

**Denotes attachment*

Proposed Motions

1. That the minutes of January 28, 2025, be approved.
2. That the revised Code of Ethics and Professional Conduct be recommended to the Board of Directors by the Research & Ethics Committee for approval.



**Minutes of Meeting
Research and Ethics Committee
on January 28, 2025 at 5:30pm**

Present: Tracey Burkhardt (Chair), Marjorie Belize, Donna Curtis-Maillet, Wayne Albert, Bryanna Aubé White, Geri Geldart (ex-officio)

Staff: Kelsey Rusk, Jamie Roy

1. Call to order and introductions

Tracey Burkhardt, Chair called the meeting to order at 5:30 pm.

2. Approval of agenda

The agenda was approved as presented.

3. Declarations of Conflict of Interest

Ms. Burkhardt asked the members present if there was a need to register a conflict of interest. None identified.

4. Approval of previous minutes – October 22, 2024

The minutes were approved as amended. Agewell/APPTA location was changed to Edmonton from Calgary and item 6.1 Research Projects “preliminary approval has been received for PHAC dementia; however the funding amount has not been announced” was removed.

Motion:

It was moved by Wayne Albert, and seconded by Bryanna Aubé-White that the minutes of October 22, 2024, be approved as amended.

Motion carried.

5. Business arising

5.1 Data Sharing Process - NBIRD

A meeting was held on November 19 with D. Curtis Maillet, G. Geldart, K. Rusk, S. Wiseman & M. Pike to discuss the process of reinstating data sharing with NBIRD. Social Development has been gathering data sharing documentation from LTC homes as well. At this time we will wait for additional direction from SD before creating/sharing information with NBIRD.

6. Standing Reports

6.1 Research & Ethics Report for Q3 October 1 – December 31, 2024

K. Rusk presented the report for Q3. The report was included in the meeting package. Highlights included:

Funding Opportunities

- PHAC Dementia funding – Funding request was submitted on January 7 for \$30K/per year for 4 years. Recruiting rural, French seniors to use 2 RWM bikes in community/congregate settings.
- New Horizons for Seniors GENIE funding - \$2.6M over 4 years. Project proposal and budget were submitted October 18, still awaiting update as of December 18th.
- CABHI Discover + Adopt – SuzyQ procurement funds of \$50K has been approved. These funds will be allocated towards change management assistance focusing on the lunch service. Funds must be used by March 31, 2025.
- HSPP – carry-over funds were exhausted by December 31, 2024.

Conferences

- AGEWELL/APPTA October 23+24: PHAC Human Rights poster received positive exposure.
- Canadian Association on Gerontology Oct 24-26: CiRA exhibit booth split with our innovator Mark Chignell and 2RWM was on display.
- HSPP Symposium Nov 6+7 Fredericton: Med Review RX presented and CiRA was in attendance. 28,000 participants across NB and 67 projects. CiRA had 7 projects and 200 participants + 725 on our RCT poly project.

Meetings

- Loch Lomond Villa – A meeting on January 28 with Ashley King, Danielle, G. Geldart and K. Rusk, to discuss Loch Lomond Villa’s research strategic plan and examine the feasibility of partnering on some funding applications for the long-term care sector.
- UNB Institute of Population Health – Met with Dr. Jennifer Russell and Emily Read on November 28 to discuss partnership with their Aging Families priority. They will await our strategic plan to be completed.
- PHAC – CANImmunize panel discussion with the original research team is being organized. Aiming for February 24 or early March.

The Sleep Kit (previously CABHI Spark project)

- Possible opportunity for YCC to purchase sleep kits and aromatherapy products for our units. Jamie Roy considering.

Antibiotics (PHAC)

- Partial data collection extended until March 31, 2025.
- Knowledge translation document expected to be ready for sharing with R&E committee in February/March.

Human Rights of Older Persons

- Data collection and interviews have started. Website launch is targeted for February.
- A 2-3 month extension request to be submitted by January 28th. Unused website funds may be redistributed.

Recently Completed Projects

- **CABHI Spark** – Passive Aware/Person Centred Universe reporting was submitted

December 2. Results to be shared after final reports are received. No update available.

6.2 Operating Plan Progress Report

K. Rusk presented the Q3 Operating Plan progress report.

- Sustainability planning is continuing on the 2 RACE with Me and Genie projects. A train the trainer session is being held in February with the Activities team on the Genie system.

7. New Business

7.1 CiRA Research Registry – January 2025

K. Rusk provided the Research registry, and a discussion followed. The full document will be added to the Board portal for reference.

7.2 HSPP Project Synopses

K. Rusk shared documentation regarding the Healthy Seniors Pilot Project.

7.3 Human Rights Project

K. Rusk provided a detailed presentation on the Human Rights of Older Adults project. This project is designed to provide easier access of information for older adults in the province utilizing the 12 Human Rights through the eye of older persons. It focuses on five major concerns:

- Healthcare access
- Housing
- Economic Security and Transportation
- Human Rights
- Well-being

A website is currently being designed by Orange Sprocket.

7.4 Code of Ethics & Professional Conduct Review

G. Geldart presented a revised code of ethics and professional conduct for review which was included in the package. The committee discussed further recommendations. The final draft will be presented at the Q4 meeting for approval.

8. Date of Next Meeting – April 8, 2025.

On a motion by Marjorie Belzile, the meeting was adjourned at 7:05 pm.

Tracey Burkhardt, Chair

Jennifer Vos, Recorder

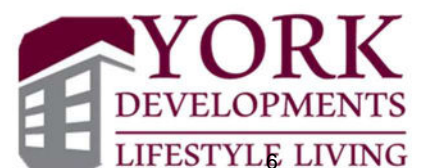


CODE OF ETHICS & PROFESSIONAL CONDUCT

For Employees and Members of the Board

DRAFT

~~March~~ ~~January~~ 2025



CODE OF ETHICS & PROFESSIONAL CONDUCT

Message from the Board Chair and the President and Chief Executive Officer

The reputation of our organization is shaped by our actions, choices, and decisions each day. Together, we must:

- Work in the best interests of our residents and clients
- Act fairly and objectively
- Recognize and address conflicts of interest
- Think about how our actions may impact our residents, co-workers, clients, and community partners

Exercise our best judgment

- Protect the confidentiality of the information entrusted to us
- Come forward if we see something significant or material that we think is not in the best interests of the people we serve or our organization
- Have the courage to stand up for what is right

Our Code of Ethics & Professional Conduct (Code) outlines the values, principles and standards of conduct that guide our actions and interactions.

The Code is at the heart of our bylaws, principles, directives, policies, procedures, protocols, standards, codes of practice and any other applicable guidelines, regulations and directives that set out how we conduct ourselves as we carry out our work on behalf of York Care Centre, The Centre for Innovation and Research in Aging, and York Developments, herein referred to “The Organization”.

Sincerely,

Board Chair

President & CEO

CODE OF ETHICS & PROFESSIONAL CONDUCT

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CODE OF ETHICS & PROFESSIONAL CONDUCT

APPLICABILITY

The provisions of this Code are mandatory and full compliance is required from all board members, employees, students, contractors, and volunteers.

Although specific elements of this Code are employee-specific, contractors and business partners are also required to comply where the provisions are relevant to doing business with the organization. For greater clarity, where applicable, the term ‘employees’ is inclusive of everyone working or doing business (paid or unpaid) with the organization.

This Code will be supplied to each employee at the time of hiring, ~~and will be reviewed by employees, when doing their annual on-line education modules.~~ Any employee who becomes aware of a contravention of the Code must report the facts promptly to his or her supervisor or to a higher authority or see that they are so reported. Employees who make reports in good faith regarding another employee will be protected against retaliation, discipline, and other sanctions as stipulated in the *Whistleblower Protection Policy*, ~~and the *Public Interest Disclosure Act*.~~

Employees who are members of professional bodies, such as nurses, licensed practical nurses, and accountants must also conform to their respective professional codes of conduct.

Each department may have additional Operational Policies and Procedures that may be applicable in a particular situation. Employees should familiarize themselves with the applicable rules within their department as well as Corporate Policies and Procedures.

The Research and Ethics Committee of the Board of Directors has been charged with the responsibility for monitoring compliance of the Code with respect to the Board of Directors and the Chief Executive Officer.

CODE OF ETHICS & PROFESSIONAL CONDUCT

PURPOSE OF THE CODE

Employees continue to show their support for maintaining a commitment to excellent care to residents of the nursing home, tenants of its independent and supportive living units, and clients in the community.

This Code was developed with an understanding that personal integrity is a quality of character and cannot be created by written rules. However, in assessing their conduct against general standards of integrity, employees may require some guidance.

The primary purpose of this Code is to provide such guidance to employees in making lawful and ethical decisions during employment.

Employees must fully comply with the rules contained herein which, when used with sound judgment and common sense, protect the organization, its employees, residents, tenants and clients- ~~in the community~~. Employees who breach the Code may be subject to disciplinary actions up to and including termination of their employment.

BASIC OBJECTIVES

Underlying the Code of Ethics are the following objectives:

- To provide information about standards and practices for employees, prospective employees and other stakeholders.
- To promote universal understanding and application of ethical standards.
- To assist employees and directors in avoiding situations that might give rise to unprofessional conduct and/or conflict of interest.
- To encourage the most efficient and productive use of corporate resources while discouraging wasteful or fraudulent practices.
- To promote fair and honest dealings amongst employees, fair hiring and promotion practices, and equitable treatment of all employees, .
- To assist Senior Leadership and the Board of Directors in carrying out their responsibility of ensuring integrity of operations.

CODE OF ETHICS & PROFESSIONAL CONDUCT

ABIDING BY THE LAW

The organization has an obligation to comply with all applicable laws and regulations. Employees play a key role in maintaining such compliance.

Employees should make themselves aware of the complex and changing laws and regulations applicable to their functions. Should an employee be in doubt about these legal requirements or their responsibilities, they should contact Human Resources. A safeguard for employees is strict adherence to this Code, policies and procedures, operating rules, and regulations, including governance rules and financial signing limitations.

NON-DISCRIMINATION/RESPECTFUL BEHAVIOUR

All persons are equal in dignity and human rights without regard to race, colour, national origin, place of origin, ancestry, religion, age, marital status, sex (including pregnancy and gender identity), sexual orientation, physical disability, mental disability, social condition (includes source of income, level of education and occupation), political belief or activity.

All employees are required to understand and adhere to the *York Care Centre Code of Professional Conduct*.

We seek to foster and promote safety, competence, care, respect, recognition, and inclusion in the workplace.

CODE OF ETHICS & PROFESSIONAL CONDUCT

HIRING

The organization has implemented and follows policies governing the hiring of new employees. Employees involved in a hiring process are required to be familiar with and adhere to these policies.

RELATIONSHIPS WITH SUPPLIERS

The organization strives to maintain the highest ethical standards in its buying practices. In purchasing materials and services ~~from numerous suppliers within and outside of New Brunswick, employees must we subscribe to the principles outlined in the Procurement Act and the Crown Construction Contracts Act. ensure our actions and decisions reflect value for money, accountability, transparency and avoid conflict of interest and favouritism.~~

~~Employees responsible for buying, leasing, or otherwise acquiring materials and services are required to be familiar with these Acts and are required to follow the various procedures laid out by their department.~~

~~The organization does not require suppliers to forgo trade with others seeking similar service or products in the marketplace. It may, however, refuse to deal with a supplier who is in an actual or perceived conflict of interest situation.~~

REQUESTS FOR INFORMATION

Unless prohibited by law, the organization meets all reasonable requests for information and provides information that is accurate, complete, and comprehensible. All requests for information are dealt with by the President & CEO and/or their designate.

PUBLIC STATEMENTS/COMMENTS

On behalf of the Board of Directors, the President & CEO and/or their designate is the official spokesperson for the organization. Other than the CEO, board members, employees, volunteers, and contractors may not make any public statement or comment on policy issues on behalf of the organization, unless authorized by the President & CEO. This restriction applies to all forms of expression, including use of social media.

All employees are required to be familiar with and adhere to the organization's policies on use of social media. . ~~Statements of Policy and Procedures related to internet usage and social media.~~

The reputation of the organization represents significant effort to generate goodwill. No employees may make any public remarks that disparage its services, brand, reputation, or personnel.

CODE OF ETHICS & PROFESSIONAL CONDUCT

~~PUBLIC INTEREST DISCLOSURE (WHISTLEBLOWER PROTECTION)~~

~~The organization maintains a position of public trust and employees are expected to conduct themselves with honesty and integrity throughout the course of performing their duties. The *Public Interest Disclosure Act*, known as whistleblower legislation for the public service, provides the framework for the disclosure and investigation of significant and serious matters in the public service that are potentially unlawful, dangerous to the public or injurious to the public interest. The Act also provides protection to those employees who make a disclosure.~~

All employees are encouraged to become familiar with York Care Centre's the -Whistleblower Protection Policy and to make disclosures about any serious wrongdoings. The *Whistleblower Protection Policy* and related procedures are supplement to the Code of Ethics.

CONFIDENTIAL INFORMATION – NON-PERSONAL

Confidential information gained by virtue of employment with the organization shall not be used for personal gain, and disclosure of said information to anyone outside is strictly prohibited without permission either during the employee's term of employment, or at any time thereafter. As a function of their employment, employees should share confidential information on a need-to-know basis only.

CONFIDENTIAL INFORMATION – PERSONAL

Employees may from time to time collect, use, and have the need to disclose the personal information of its residents, tenants, clients in the community, fellow employees and/or third parties. The collection, use and disclosure of personal information shall be in strict compliance with the *Personal Health Information Privacy and Access Act (PHIPAA) and the Personal Information Protection and Electronic Documents Act (PIPEDA)*.-

All employees shall adhere to the security measures as set out under the corporate policies C-08-Confidentiality – Employees, and C-10 Confidentiality – Resident Information, as well as any procedures and guidelines approved by their department.

CORPORATE PROPERTY

Employees are responsible for the protection of all corporate property, including intellectual property, documents, electronic data and information, equipment, tools, materials, supplies and vehicles, including exercising safeguards to prevent theft, negligence or misuse. Without permission from the appropriate Director, employees may neither loan nor borrow corporate property for their personal use or the personal use of others. Specific processes exist and must be followed for the sale or destruction of corporate property.

CODE OF ETHICS & PROFESSIONAL CONDUCT

MISAPPROPRIATION

Employees are prohibited from making use of corporate funds, assets, or property, including electronic and information facilities, for their own personal gain or benefit, or from knowingly assisting another in such misappropriation.

The acquisition, disposal or removal of funds and assets by employees in the course of their employment must be transparent, and funds or assets must not be diverted for other than their proper use.

CORPORATE BUSINESS RECORDS

Corporate business records must be prepared reliably and accurately. They are of critical importance in meeting our financial, legal, technical and management commitments. They are to be carefully safeguarded and kept current, relevant and accurate. Records should be disclosed only to authorized personnel or in accordance with lawful processes. In addition:

1. No unrecorded or inadequately recorded fund or asset shall be established or maintained.
2. No false, artificial, or misleading entries in the books and records shall be made.
3. No transaction shall be affected, and no payment shall be made with the intention or understanding that the transaction or payment is other than as described in the documentation evidencing the transaction or supporting the payment.
4. Records may only be destroyed according to the ~~applicable retention standards~~— Corporate Policy A-G-052 Records and Documents – Retention and Destruction.

SOFTWARE USAGE

Software agreements licensing the use of software permit the use of that software only in a specific manner. The agreements also typically contain clauses restricting the duplication, modification, conversion or otherwise alteration of the product. All employees must strictly adhere to provisions contained in the various agreements.

INTERNET USAGE

The organization may provide employees with access to the information resources of the internet with the intention of providing access to knowledge while increasing productivity. It is important to use the Internet in a manner that ensures any actions fall within the corporate policies and acceptable levels of performance.

In addition to corporate restrictions, employees must be aware of and abide by restrictions relative to the downloading or copying of any material on the internet including but not limited to copyright restrictions regarding multimedia and music.

All employees are required to be familiar with and adhere to ~~the~~ corporate policies on Social Media (HR 5.14.NB and Wireless Devices P-14).

CODE OF ETHICS & PROFESSIONAL CONDUCT

WORK ETHIC

Employees are expected to show a strong work ethic, both with honesty regarding working hours and with concentration while at work. However, lack of concentration is sometimes not deliberate but is due to personal circumstances beyond the employee's control. Theft of time, that is, doing more than a nominal amount of personal business on company time, is prohibited.

Employees who find themselves distracted or preoccupied by personal issues during working hours should talk to their manager and/or seek assistance from Employee and Family Assistance programs which can be accessed through the Human Resources department.

EXPENSES

Employees, volunteers, and contractors are required to ensure that reasonable expenses are charged only in accordance with corporate policy.

Anyone spending corporate money or personal money that will be reimbursed is expected to strive to ensure good value.

RELATIONSHIPS

The organization makes substantial efforts to avoid compromising, or the appearance of compromising, the objectivity and reputation of our employees or the Corporation. Employees must maintain an appropriate relationship with those who report to them or to whom they report.

In addition, employees are required to maintain a professional boundary between themselves and the residents, tenants, clients, and their partners and families, and other people chosen by the residents and/or tenants to be involved in their care. Interactions of a sexual nature between a staff member and a resident/tenant/client are prohibited. All employees are required to understand, sign and adhere to York Care Centre's Code of Professional Conduct – Form C-9.

This section of the Code is not intended to impede the development of strong working relationships between employees or the development of appropriate relationships with our residents, tenants and/or clients.

CODE OF ETHICS & PROFESSIONAL CONDUCT

DRUG AND ALCOHOL-FREE WORKPLACE

The organization is committed to the highest practical standards of health and safety by providing a safe and comfortable work environment for all its employees. Due to the nature of our operations, all employees are considered to be in 'designated safety-sensitive positions'².

The organization recognizes that the use of illegal or non-prescription drugs, alcohol or any other controlled substances can adversely affect job performance, the work environment and the safety of our employees, residents, and the public.

To help ensure a safe, healthy workplace, the organization strictly prohibits its employees and/or its contractors from reporting to work while under the influence of any illegal or non-prescription drugs, alcohol or any other controlled substances including recreational and/or medical cannabis.

OUTSIDE EMPLOYMENT

While the organization recognizes its employees' right to privacy and their right to make use of their spare time as they see fit, care should be taken by employees in accepting outside employment. For example, employees should not accept outside employment:

1. When the employment or business activities encroach on working hours or otherwise adversely affect, in a real or perceived way, an employee's performance on the job;
2. When the employment results in an obligation that could affect, in a real or perceived way, the employee's judgment or ability to act in the best interests of the organization.

COMMUNITY ACTIVITIES

Employees have the right and are encouraged to become active members of their respective communities. With appropriate management approval, support of non-profit organizations may occasionally involve the provision of "in-kind" services.

Outside activity must not be allowed to interfere with the employee's performance on the job, nor must it conflict with the organization's responsibilities or best interests.

~~Political activity by any employee is governed by provincial government guidelines and employees are required to be familiar with and adhere to these guidelines. Political activity – An employee shall not engage in any form of political activity during working hours or on the premises of York Care Centre.~~

CONFLICT OF INTEREST

All employees must conduct their duties in a manner reflecting the best interests of the organization. Conflict of interest exists in any situation where an employee's ability to fulfill their responsibility may be adversely affected by their private interests or personal considerations. While it is difficult to provide a comprehensive list of conflict-of-interest situations, in general terms it can be said that an employee should avoid any situation that could:

1. Impair the employee's judgment, initiative, or efficiency on the job.
2. Give rise to questions of integrity in relation to employees exploiting the vulnerability of persons who are or have been in our care.
3. Be harmful or detrimental to the organization's activities or reputation.

- **GIFTS AND BRIBERY**

The organization ~~subscribes to the principles outlined in the *Procurement Act and the Crown Construction Contracts Act* and~~ holds a position of public trust. It is essential to preserve its reputation for fair and unbiased business dealings by avoiding any reasonable apprehension of bias in its relationship with suppliers. Bribery or kickbacks in the criminal sense (the giving or accepting of money or valuables intended to influence decisions) is generally obvious and is strictly prohibited. However, exchanging of gifts on a lesser scale can be a grey area, since it is a routine aspect of modern business practice that organizations give and receive small gifts for promotional or recognition purposes. It is acceptable for employees to participate in the giving or receiving of such gifts provided the item has a real or perceived value that is nominal (generally considered to be under \$100 Canadian). If you are offered or receive a gift whose value is greater than nominal, you should refuse and/or return the item promptly, together with an explanation of the organization's policy.

In addition, employees are expected to act in ways that cannot be interpreted as, or do not result in employees gaining personal benefit from their position. Accepting gifts or favours of hospitality may compromise the professional relationship with our residents and/or tenants. Gifts of more than a token value could be interpreted as the employee gaining personal benefit and/or taking advantage of a vulnerable resident and/or tenant in an attempt to gain preferential treatment. Under no circumstances are employees to ask for or accept loans or bequests from residents and/or tenants or anyone close to a resident and/or tenant.

CODE OF ETHICS & PROFESSIONAL CONDUCT

- **ENTERTAINMENT**

An employee may not participate in excessive or extravagant entertainment while conducting business on behalf of the organization. This is not intended to preclude the exchange of reasonable meals, social amenities or hospitality between persons doing business together.

- **PRIVATE BUSINESS BENEFIT**

It is a conflict of interest for an employee to participate in, or attempt to influence, a corporate decision that could result in financial benefit to that employee or his/her immediate family. Examples include the awarding of contracts for the supply of goods or services to a company in which the employee has a private interest.

Transactions with a business owned or controlled by an employee are prohibited unless written approval is requested and received from the Board of Directors.

CONCLUSION

This Code is designed to reaffirm the value of high ethical standards and to provide employees with certain rules of behavior. The topics included herein are neither complete nor exclusive but will serve to give employees a clearer understanding of what is expected. Ethical conduct however is, and always will be, every employee's responsibility.

Employees must fully comply with the rules contained herein which, when used with sound judgment and common sense, protect the organization, its residents, tenants or clients, its employees and the public. Employees who breach the Code may be subject to disciplinary actions up to and including termination of their employment.

In the event questions arise concerning the application of a specific rule or policy, an employee should consult his or her supervisor. Should the situation not be resolved at this point, the employee or supervisor shall refer the matter to Human Resources.

BRIEFING NOTE

To: Research and Ethics Committee of the Board

From: Geri Geldart, President and CEO

Date: March 28, 2025

RE: Code of Ethics – Options – For Discussion

Purpose

To consider a different option for the format and use of our Code of Ethics and Professional Conduct

Background

York Care Centre has a Code of Ethics and Professional Conduct which is reviewed and updated annually, under the guidance of the Research and Ethics Committee of the Board. The document is provided to employees during orientation and they are required to sign a confirmation that they have received and read the document (Appendix 1).

In addition, the organization has a “York Care Centre Code of Professional Conduct” which addresses some elements of the “Code of Ethics and Professional Conduct”, but also includes elements such as “the Golden Rule”, Professional Appearance and Professional Behavior (Appendix 2). This is a form, with no associated policy. All employees are asked to sign this form as part of their orientation.

The larger document “Code of Ethics and Professional Conduct”, is long, somewhat hard to follow as it lacks a logical organization structure and does not appear to be used in any meaningful way beyond the onboarding process. There is confusion caused by the similar names of the two documents and the intended purpose of each.

Request

I would ask that the Research and Ethics Committee consider replacing the long document with a one-page document which more succinctly addresses the critical elements (Appendix 3 – Preliminary Draft). This document would be provided to employees during orientation and could be more easily used in poster format, etc on an ongoing basis. The additional document, “York Care Centre Code of Professional Conduct”, should be revised and/or eliminated. If revised, it would not overlap with the “Code of Ethics and Professional Conduct”, but may possibly be used to document that employees have been made aware of certain other policies, such as dress code.



100 Sunset Drive
Fredericton NB E3A 1A3
Phone: (506) 444-3880
Fax: (506) 444-3544
www.yorkcarecentre.ca

I have received and read the York Care Centre Code of Ethics & Professional Conduct which outlines the values, principles, protocols, standards, codes of practice and any other applicable guidelines, regulations and directives that set out how we conduct ourselves as we carry out our work on behalf of York Care Centre. This Code was developed with an understanding that personal integrity is quality of character and cannot be created by written rules. However, in assessing their conduct against general standards of integrity, employees may require some guidance. The primary purpose of this Code is to provide such guidance to employees in making lawful and ethical decisions during employment.

Employees must fully comply with the rules contained in the Code of Ethics which, when used with sound judgment and common sense, protect the organization, its employees, residents, and tenants. Employees who breach the Code may be subject to disciplinary actions up to and including termination of their employment. By signing below, I accept, understand, and agree to comply with the York Care Centre Code of Ethics and Professional Conduct.

Print Name

Date

Employee Signature



York Care Centre Code of Professional Conduct

The purpose of this document is to serve as a tool to help staff understand the basic core values of the organization. Each of us come to our place of employment with varying educational, social, economic, and cultural backgrounds. As such, it is critical that the basic standards and expectations for professional behaviour be understood to all employees, allowing staff to understand what is deemed to be appropriate within the work environment.

This document, herein after referred to as the “Code of Professional Conduct”, does not replace but rather complements existing policies and procedures of York Care Centre.

THE GOLDEN RULE: All residents, families and coworkers will be treated with respect, dignity, fairness and courtesy. Treat others as you would want to be treated.

RESPECTFUL WORK ENVIRONMENT: York Group of Companies is committed to providing an environment, free from any harassment (HR 5.01NB).

TREATMENT OF CONFIDENTIAL INFORMATION: The authorized sharing of confidential information is to be with co-workers, families of residents and professionals whose duties require them to have access to this information.

PROFESSIONAL APPEARANCE: Physical appearance will directly impact the professional message that is given to residents, families and co-workers. In order to effectively and professionally carry out duties, staff must adhere to Policy P-010, Dress Code.

PROFESSIONAL BEHAVIOUR: Employees of York Care Centre represent the organization and therefore should conduct themselves according to the Mission Statement and Vision Statement. By virtue of employment, we represent York Care Centre.

- All assets of York Care Centre are provided to carry out your duties as it relates to your position and not for personal use; including “time” as well as physical assets.
- All actions and communications should reflect the profession you represent and with respect for one another.
 - Conflicts should be dealt with properly and in a timely manner.
 - No use of profanity.
 - Tone of conversations should remain controlled at all times (including staff room and public areas).
- Employees must maintain professional boundaries to ensure relationships are for the benefit of the residents they serve.
 - Interactions of a sexual nature with residents is prohibited.
 - Exploiting trust and dependency of residents in your care is prohibited.
 - Staff will not receive financial gain from residents.
 - Personal relationships between staff should not interfere with professional conduct at work.

Date

Signature



Code of Ethics and Professional Conduct

Message from our Board Chair and CEO

The reputation of our organization is shaped by our actions, choices, and decisions each day. Together we must:

- Work in the best interests of our residents and clients,
- Act fairly and objectively,
- Recognize and address conflicts of interest,
- Come forward if we see something significant that we think is not in the best interest of the people we serve, and
- Have the courage to stand up for what is right.

This code is mandatory and applies to all board members, employees, students and volunteers.

Respect and Dignity

- We treat everyone with equal dignity regardless of race, colour, national origin, religion, age, marital status, gender, sexual orientation, disability, social condition, or political belief.
- We uphold human rights principles in all interactions
- We promote safety, competence, care, respect, recognition and inclusion in our workplace.
- We maintain professional boundaries with residents, clients and their families. Interactions of a sexual nature between staff and residents are strictly prohibited.

Confidentiality and Privacy

- We protect confidential information, personal and non-personal, obtained through our work.
- We collect, use, and disclose personal information in compliance with PHIPAA and PIPEDA.
- We share confidential information on a "need-to-know" basis.
- We report serious misconduct, confidentially. Employees are protected when speaking up about unethical or illegal activities.

Professionalism

- We demonstrate a strong work ethic. We demonstrate honesty regarding working hours and maintain focus while at work.
- We maintain a drug and alcohol-free workplace, and prohibit working under the influence of drugs or alcohol.
- We represent York Care Centre positively in public communications.
- We are familiar with and comply with all applicable laws, regulations and organizational policies.
- We follow established policies for procurement, hiring, and financial management.

Integrity and Transparency

- We provide accurate and complete information when responding to reasonable requests.
- We maintain complete and accurate documentation and financial records and follow retention standards.
- We use organizational resources responsibly, for their intended purposes and not for personal use.
- Purchasing decisions reflect value for money and avoid conflict of interest.
- We ensure expenses are reasonable and follow corporate policy. We avoid excessive entertainment costs when conducting business.
- We avoid conflicts of interest and disclose any potential conflicts promptly.
- We do not participate in decisions that could financially benefit ourselves or family members.
- We never accept loans or bequests from residents. We may accept only nominal gifts from residents or families.
- We protect all corporate assets including intellectual property.



REPORT TO THE RESEARCH & ETHICS COMMITTEE

April 8th, 2025

The purpose of this report is to apprise the Board's Research and Ethics Committee of key activities within each quarter of the fiscal year, including an update on key performance indicators and the strategic plan's research pillar. Accordingly, the Committee receives four reports per year with content from the following senior leaders.

Senior Leaders

Kelsey Rusk, Acting Director of CiRA
Jamie Roy, Vice President, Care Services & Quality

Key Areas of Reporting

Research Services
Ethics

Operational Updates

1. **Staff:** PHAC allowed us to repurpose \$65,000 of leftover Human Rights project website funds. Norma & Molly's contracts renewed from March 31 until June 30, 2025. Kelsey until July 23th 2025.
2. **Funding Opportunities**
 - a. **PHAC Dementia funding** : Centivizer still pending – invited to do step 2, submitted Jan 7. CiRA factored in for \$30,000/ yr for 4 years (until 2029). Recruiting rural, French seniors to use 2RWM bike in community/ congregate settings.
 - b. **New Horizons for Seniors** GENIE funding (\$2.6 million over 4 years)
Step 2 of project proposal + budget submitted Oct 18. Jan 31 they said our proposal needed major revisions to be eligible and would not be accepted as is. Feb 21 we submitted a revised proposal/ budget. Update pending.
 - c. **CABHI Discover + Adopt:** Dec 2 we requested and were approved for Suzy Q procurement funds of \$50,000 for a behaviour change specialist / dietician to help optimize lunch in T1 and dietary in general. We could not commit to buying a second cart and declined the funds. CABHI made an exception for us but the funds had to be used by April 30th, and if we had similar results we had to commit to buying a 2nd cart. March 27 team decided not to proceed and will make alternate plans.
3. **Conferences:**
 - a. Booth at Grand Bay-Westfield Senior's Day event May 24, 11-3.
4. **Meetings**
 - a. **Loch Lomond Villa** – 2nd meeting to discuss partnership options TBD.
 - b. **PHAC:** CANImmunize webinar was scheduled for April 17 but delayed due to government changeover. Possible May date or on hold indefinitely, TBD.
5. **Research Registry:** ongoing updates as projects finish. One pager infographic TBC by June.
6. **Publication updates (links on CiRA website)**
 - a. [VR for Rehab published Feb 2025](#)
 - b. 2RWM – working on submission to open access journals
 - c. [PolyPharmacy](#) – Pre-published in 2021, working on 2nd submission for next couple months
 - d. Passive Aware – Submitted for review to Publisher Taylor & Francis March 2025
 - e. Human Rights – draft started
 - f. Genie – draft in progress
 - g. [CANImmunize – Published 2023](#)
7. **Sustainability Plans**
 - a. **2RaceWithMe:** Weekly Hawkins usage ongoing, started in Dixon and ADP in Feb. New storage space for kiosk in Dixon, activity coordinator is new master trainer. Usage stats TBD.
 - b. **Genie** :T1 Activities will onboard new people, quick start guide being made by CiRA.
 - c. **The Sleep Kit** (previous CABHI Spark project): YCC Unit Sleep Kits for care / activities. April 2 Jamie approved purchase of items for \$266 - lotions, custom colour books, 10 cd's, pencil crayons and pencil cases.
 - d. **Human Rights Website:** University of Regina & Senior's Advocate of NB are partners and could help maintain website after June 30. Plans TBD.
 - e. **SuzyQ:** TBD

Current Research Projects

1. **Human Rights (PHAC):** project activities extended until June 30, 2025, final report due July 31.
 - a. Feb 25: 3 month extension approved to use additional website funds of \$65,000
 - b. 24 organizations surveyed, 21 older adults surveyed, 7 extended interviews (2 OAs, 5 orgs)
 - c. We've begun transcribing interviews and analyzing the survey data
 - d. Website to be launched in April after we compile survey content and environmental scan documents to put on it
 - e. Sustainability plan TBD

Recently Completed Projects

2. **Antibiotics (PHAC, we are a participant), data collection finished March 31, 2025.**
 - a. Data collected from Momentum for April 2024-Oct 2024 + Feb 2025.
 - b. Knowledge translation doc TBD – PHAC doesn't have other site results yet. CiRA to share informally with YCC by June.
3. **SuzyQ – Mealtime Improvement on T1 (CABHI Discover + Adopt), finished Nov 2024**
 - a. Oct 1: Implemented 7x/week at lunch and is still ongoing
 - b. 30 Staff members, 28 residents, 7 Family members surveyed and gave feedback
 - c. Implementation plan and final report submitted Dec 2
 - a. Jan 21 2025 - \$50,000 procurement funding approved, but second cart had to be purchased. Proposed Budget: CiRA \$5,600, YCC \$3,680, and \$3,750 for innovator, \$18,900 for specialist, remaining amounts for paper materials/ training supplies. New cart was \$10,000+ or we could spend this on an educator
 - b. March 27: Stopping use of cart until a plan of action is made about hiring someone to train/ educate staff or use in another unit

Pillar 5: Research – Discovery, Innovation, Knowledge Transfer

YCC wants to build a self-sustaining research centre that will focus on improving care, delivering services through a person-centered approach, and to implement evidence based best practices to the betterment of YCC clients.

Key Results
<p>A. Improved quality of life for residents, clients, families and staff.</p> <p>B. Situated at the forefront of health and aging research and recognized as a reputable research organization.</p> <p>C. Increase level of quality research projects, partnerships and collaborations.</p> <p>D. Increase amounts of monetary support from granting agencies, governments, communities and foundations.</p>

Strategic Goal	Operational Goal	Measure of Performance	Responsibility / Progress
To increase involvement in research activities that focus on promoting and improving the social, emotional and physical well-being of seniors.	Improve the dining experience through the introduction of the Suzy-Q method of meal delivery (CABHI Grant)	<ul style="list-style-type: none"> Acquire the Suzy-Q equipment by June 2024 Implementation process complete by Sept 2024 Final evaluation report by Dec 2024 	<ul style="list-style-type: none"> • COMPLETE • COMPLETE • COMPLETE <p><i>Resp - Kelsey Rusk, Michel Boyer & Jamie Roy</i></p>
To foster relationships with researchers, stakeholders and members of the community.	Increase the enrollment of long term care staff at the annual research symposium	<ul style="list-style-type: none"> December 2024 	<ul style="list-style-type: none"> • COMPLETE – Target not reached. <p><i>Resp - Kelsey Rusk</i></p>
To promote and support the translation and transfer of research outcomes, new knowledge and innovation for the betterment of the aging population.	Develop a sustainability plan for 2 RACE with Me	<ul style="list-style-type: none"> Plan developed by September 2024 	<ul style="list-style-type: none"> • COMPLETE <p><i>Resp - Kelsey Rusk</i></p>
	Develop a sustainability plan for Genie	<ul style="list-style-type: none"> Plan developed by September 2024 	<ul style="list-style-type: none"> • COMPLETE <p><i>Resp - Kelsey Rusk</i></p>

BRIEFING NOTE

To: Research and Ethics Committee of the Board

From: Geri Geldart, President and CEO

Date: March 28, 2025

RE: Research Approval Form

Purpose: To consider the use of the Research Approval Form

Background : Attached to this briefing note is a sample Research Approval Form which was used in previous years by the Research and Ethics Committee as a tool to consider potential projects and to make recommendations to the Board. It is unclear how this form was used given that application deadlines for projects would most often not align with the Committee's meeting schedule.

Terms of Reference : As a reminder, listed below are the responsibilities of the Research and Ethics Committee.

***Scope:** The Committee is focused on providing an academic/research environment that promotes professional development and stimulates research activity combined with and applied to a full suite of long-term care services. The work of the committee includes:*

1. *Ensuring appropriate policies are in place that respect the ethical standards of the organization as well as applicable privacy legislation.*
2. *Reviews the Code of Ethics on an annual basis and makes recommendations to the Board if changes are required.*
3. *Reviewing policies proposed by the President & CEO related to ethical and research matters and recommending those that it supports for approval by the Board of Directors.*
4. *Encouraging innovation, health promotion and knowledge transfer through the following:*
 - a. *Increase involvement in research activities that focus on promotion and improving the social, emotional and physical well-being of seniors*
 - b. *Fostering relationships with researchers, stakeholders and members of the community*
 - c. *Promoting and supporting the translation and transfer of research outcomes, new knowledge and innovation to the betterment of the aging population.*
5. *Reviewing and approving proposed research initiatives; monitor related President and CEO actions in support and, when necessary, recommending action for the Board's consideration.*
6. *Monitoring adherence to the Code of Ethics and initial goals and objectives based on staff responsibilities of all research projects and, when necessary, recommend remedial action for the Board's consideration.*
7. *Ensuring that research activity remains focused on aging and/or long-term care.*

Request : That the Research and Ethics Committee determine if they wish to reactivate the use of the Research Approval Form.



Research Approval Form

Date: January 12th, 2022

Recommended Action: REC Committee make a recommendation to the Board of Directors to approve the proposed research project.

Title of the proposed research study:

Reconnecting with GENIE: Evaluating the impact of a telecommunications portal on social isolation experienced by residents living in long-term care in New Brunswick

Anticipated start date: January 30th, 2022

Anticipated completion date: March 31, 2023

1. Description:

The goal of the present study is to implement GENIE in a subset of rural long-term care facilities in New Brunswick. We will recruit a minimum of 50 residents and their families as GENIE users, with residents at other similar long-term care facilities serving as experimental controls.

Using a mixed-methods design, we will assess the impact of GENIE on social isolation, loneliness, mood and sense of belonging, as well as health outcomes as collected from the InterRAI long-term care quarterly assessments. Secondary outcomes to be measured include the experiences of the family members while using the GENIE mobile application and the experiences of the facility staff during the GENIE implementation. This project directly addresses the priority area of 'Social Isolation and Loneliness', but also touches on 'Challenges Related to COVID-19 and Older Adults' due to the profound impact the pandemic has had on residents living in long-term care and their 'informal Caregivers' due to visitor restrictions, another priority area. Lastly, this project is enabling the 'Use of Supportive Technologies' to promote positive health outcomes.

2. Objectives and anticipated outcomes:

Primary Objectives:

Assess the impact of GENIE on social isolation, loneliness, and depression for residents living in New Brunswick long-term care facilities. using valid and reliable quantitative surveys and semi-structured interviews with resident users.

Assess the impact of GENIE on the health outcomes of resident users using the SF-36 and long-term care interRAI Data.

Assess GENIE satisfaction with resident users.

Assess general frequency of use, and frequency of use of different components of GENIE among resident users and different groups of resident users.

Secondary Objectives:

Determine family members' perceptions of the impact of GENIE on their own and their loved-ones psychological well-being.

Determine the acceptability and useability of the GENIE mobile app by family-users.

Assess GENIE family-user data from the GENIE-APP.

Tertiary Objectives:

Determine the acceptability and useability of GENIE by the staff members in the long-term care facilities.

Assess the barriers and facilitators of implementing GENIE in New Brunswick long-term care facilities by interviewing long-term care staff and management.

3. Project collaborators:

Dr. Odette Gould (Mount Allison University, Academic partner)

Marc Kanik (Ambient Activity Technologies, Industry partner)

Shirley St. Pierre (Community partner)

4. Funding:

Approved for \$490,000 from the Healthy Seniors Pilot project, Round 3

5. Target participants:

A total of seven long-term care facilities have already confirmed their desire to participate in the proposed research study including:

Forest Dale Nursing Home, Alma

Westford Nursing Home, Port Elgin

Kennebec Manor/KingsWay LifeCare Alliance, Saint John

Rexton Lions Nursing Home, Rexton

Moncton Veterans Center, Moncton

Lakeview Nursing Home, Riverview

York Care Centre

The goal is to recruit a total of 10 long-term care facilities; 5 in the intervention group and 5 in the control group. We are aiming to recruit 14 participants in each group, from each facility.

6. Resourcing:

The study is fully funded, and no additional or extra resourcing will be needed from YCC.

7. Alignment with Strategic Plan:

The proposed study aims to enhance the quality of life of older adults living in long-term care and their caregivers. The primary outcomes are social isolation and loneliness, health status, perceived social connectedness, satisfaction with Genie, and staff perspectives.