



**INTERNATIONAL  
SOCIETY OF  
HEALTHCARE  
ETHICS AND  
COMPLIANCE  
PROFESSIONALS**

# General Assembly 2016

**Best Practices  
Sharing Workstream**



# Best Practices Sharing Workstream



***Doing the right thing***

Cécile Gousset, Ingrid Callies, Sue Egan  
& Piergiorgio Pepe

# Where do we stand since last year?

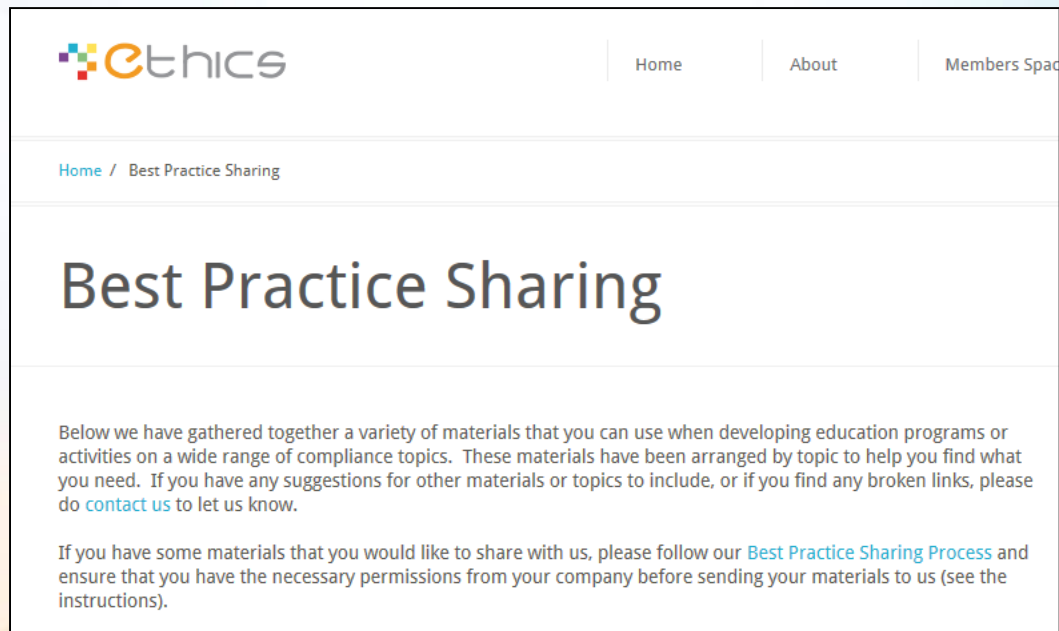


- Few and interesting material have been posted, BUT this contribution comes only from the members of the works stream
- New layout to ease the navigation and selection of topics & material

# Where do we stand since last year?

- This works stream cannot work if the Ethics members do not contribute 😞
- Why this doesn't work? What is refraining you from sending material?

# Reminder on the process to send material



The screenshot shows the eethics website interface. At the top left is the eethics logo. To its right are navigation links: Home, About, and Members Space. Below the navigation bar is a breadcrumb trail: Home / Best Practice Sharing. The main heading is 'Best Practice Sharing'. The body text explains that various materials for education programs are available, arranged by topic. It encourages users to provide suggestions or report broken links via a 'contact us' link. A final paragraph instructs users on how to share their own materials, referencing the 'Best Practice Sharing Process' and the need for company permissions.

eethics

Home About Members Space

[Home](#) / Best Practice Sharing

## Best Practice Sharing

Below we have gathered together a variety of materials that you can use when developing education programs or activities on a wide range of compliance topics. These materials have been arranged by topic to help you find what you need. If you have any suggestions for other materials or topics to include, or if you find any broken links, please do [contact us](#) to let us know.

If you have some materials that you would like to share with us, please follow our [Best Practice Sharing Process](#) and ensure that you have the necessary permissions from your company before sending your materials to us (see the instructions).



# Reminder on the process to send material



## Sharing Best Practices Work Stream

Process for submitting, reviewing and posting material on the Ethics website  
Members' Area

### Background:

This work stream aims to build a databank of documents and initiatives in different formats, including materials that are ready to share (such as brochures, videos, case studies), including links to other websites to access their materials and ideas (such as e-learning on National Associations' websites, and links to educational materials about ethics and compliance on law firm or consultants websites). We will post these onto our website for all members to use.

All members are **strongly encouraged to share best practices** and initiatives that work well, have no intellectual property or confidentiality issues, and are not commercially sensitive from a competition law perspective.

THANK YOU!

Work Stream members: Cécile Gousset, Piergiorgio Pepe, Ingrid Callies, Sue Egan. We are happy for volunteers to join us!

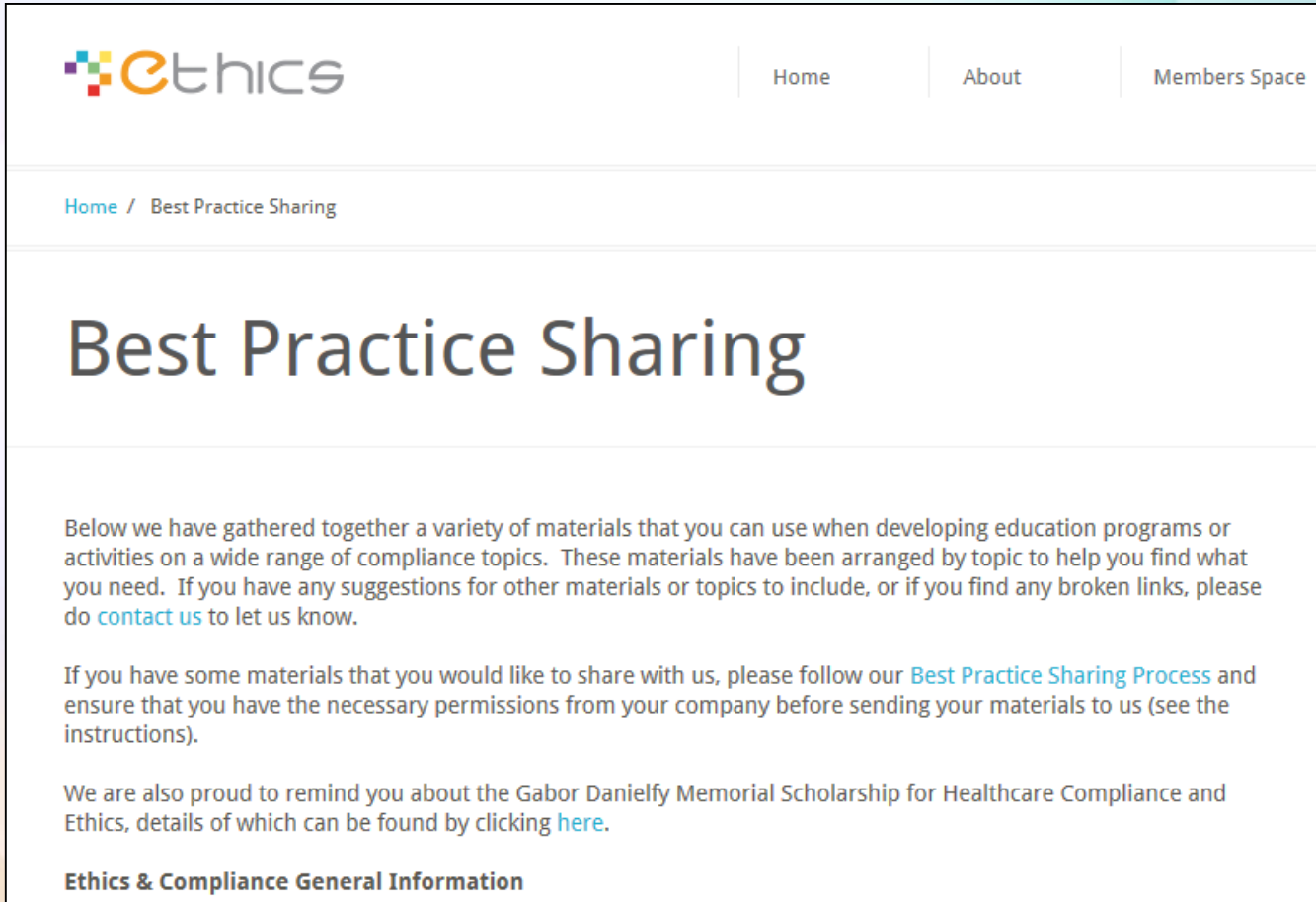
### Submission ground rules:

1. Please write a short summary a short content summary, including key words for the search functionality (e.g. "transparency", "training", "healthcare professionals") for each item submitted (or for a group of materials if they cover the same topic),
2. Add a disclaimer to each item submitted to confirm the material has been properly cleared in your organization for submission:  
"The materials submitted do not contain any information which is commercially sensitive from a competitive perspective, IP-protected, confidential or proprietary to this company. They are suitable for sharing among the members of ETHICS and have been cleared for this purpose in line with the applicable internal company or organization policy".


### Process:

1. Send your materials by email to "contact@ethicspros.com", including content summary, keywords, the disclaimer above, and if you agree your name is displayed as a contact for any question related to this material;
2. Content review by the Work Stream team members, within 60 days from submission date;
3. Feedback to submitter with our thanks [accepted or rejected (with reasons)];
4. The Work Stream team members upload the selected material to the ETHICS website Members' Space;
5. All members get an email notification that the material has been uploaded;
6. New materials gets a NEW flash for 60 days from initial upload;
7. 12 months after posting, the submitter will receive an email asking them to let the Work Stream know whether the material is still relevant, or should be revised or archived.

# Let's go to the website!



The screenshot shows the eethics website header with the logo on the left and navigation links for Home, About, and Members Space on the right. Below the header is a breadcrumb trail: Home / Best Practice Sharing. The main heading is "Best Practice Sharing". The body text explains that the page contains materials for developing education programs and provides instructions for sharing materials and contacting the organization. It also mentions the Gabor Danielfy Memorial Scholarship. At the bottom, there is a link to "Ethics & Compliance General Information".

 [Home](#) | [About](#) | [Members Space](#)

[Home](#) / [Best Practice Sharing](#)

## Best Practice Sharing

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If you have some materials that you would like to share with us, please follow our [Best Practice Sharing Process](#) and ensure that you have the necessary permissions from your company before sending your materials to us (see the instructions).

We are also proud to remind you about the Gabor Danielfy Memorial Scholarship for Healthcare Compliance and Ethics, details of which can be found by clicking [here](#).

**[Ethics & Compliance General Information](#)**

And now...

Who can commit to send material  
before end of the year?

