

Inkel. Healthcare Limited
Code of good conduct training, mentoring & coaching 2019

1. Introduction

- . 1.1 A central mission of Inkel.health is to promote excellence in the practice of research. In doing so it has a responsibility to ensure that all training and research is carried out under its auspices is conducted to the highest standard achievable, in accordance with the law and public interest. This means that all of the stakeholders involved in the training process should exhibit impeccable integrity and follow the principles of good research practice.
- . 1.2 Inkel expects these standards to be adhered to by all staff and training professionals working within or on behalf of Inkel, whether they are employees of the Inkel or not.
- . 1.3 Inkel also expects these standards to be maintained by all individuals engaged in Inkel business, in particular in the setting of research priorities and in the assessment of research training.
- . 1.4 This document addresses the issues involved in the proper conduct of research and training, and provides guidance on the standards expected. This cannot, however, be an exhaustive document and the Code of Good Conduct in Research and training is to be viewed as the minimum standard with which Inkel staff and trainers should comply. The lack of mention in this code of a particular act or omission should not be taken as conclusive on any question of professional conduct, should an enquiry arise.
- . 1.5 The Code of Good Conduct in training sets out general guidance, which may not always be directly applicable in certain instances to particular disciplines. Inkel expects all staff and sub contractors to work within the spirit of the Code. If they have any doubt concerning the applicability of a particular section of the Code they should consult with the manager for Research Policy & Support.
- . 1.6 The Code of Good Conduct in Training & Research should also be read in conjunction with other documents. For some areas, the general principles are addressed here, but researchers should be familiar with any additional documents, such as those on Data Protection, intellectual property rights, and coaching ethics, which cover specific aspects of this code in more detail.
- . 1.7 The Code of Conduct in Research and training applies to:
 - i. researchers (including academic staff, research assistants, research fellows and academic related staff) and other staff involved in the research process (including technical, clerical, academic related and administrative staff) employed by Inkel.health, whether involved in the research process within the Inkel, or whilst at any other institution;
 - ii. Coaches, trainers, postgraduate students and their supervisors;
 - iii. collaborators and sub-contractors from other institutions, government bodies, industry, whether working within Inkel or not

The term trainer has been used for convenience throughout this Code of Conduct and can be taken to refer to any or all of the above categories, as is appropriate.

- . 1.8 Inkel requires external collaborators, when working on joint research and training projects where a member of the company is the Principal trainer, to either agree to be bound by this Code of Conduct, by signature of a form of agreement, or to be bound by their own Institution's Code of Conduct, which should be similar in all major respects to this Code of Conduct.
- . 1.9 The Code of Good Conduct in training may be supplemented or updated from time to time by additional guidance notes on specific areas.
- . 1.10 Failure to comply with the Code of Good Conduct in training may result in disciplinary action (see Section 23) and, if serious, dismissal or expulsion.

2. Principles of good training practice

- . 2.1 Inkel cannot be prescriptive about individual approaches taken by trainers to solving particular training problems. However, in the conduct of all research, Inkel expects the following general principles to be understood and observed where appropriate.
- . 2.2 Good Training practice includes the following aspects:
 - maintaining open, honest and fair standards, including ready questioning of the trainers own findings and proper attribution of the contribution made by others;
 - leadership, organization and cooperation in training, including appropriate supervision and mentoring of young trainers;
 - appropriate recording (including the storage of data) and reporting of training, allowing ready verification of the quality and integrity of the training data;
 - appropriate dissemination, application and exploitation of the fruits of training;
 - compliance with relevant regulations or policies, whether legal, institutional or other, which govern particular aspects of training;
 - participation only in work which conforms to accepted ethical standards and which ensures the safety of all those associated with the training;
 - participation only in work which the trainer is competent to perform;
 - avoidance of real or apparent conflicts of interest;
 - strict maintenance of the confidentiality of all those involved;
 - working within the laws and regulations as set out by statute or by Inkel.health.

3. Leadership and cooperation

- . 3.1 It is the responsibility of the company directors, and other relevant senior managers, both training and coaching support, to ensure that an environment is created which allows training to be conducted in accordance with good practice.
- . 3.2 These individuals are responsible for establishing a training climate of mutual cooperation, in which trainers at all levels are encouraged to develop their skills and in which the open exchange of ideas is fostered.

- . 3.3 A training community should be promoted and encouraged in which discrimination based on gender, race, age, disability, sexual orientation, religious affiliation, political or scientific viewpoint, ethnic or national origin does not occur.
- . 3.4 Training misconduct is least likely to arise in an environment where good practice (e.g. documentation of results, peer review of research, regular discussion and seminars) prevails and where there is adequate supervision at all relevant levels. It is a responsibility of Inkel.health to promote, develop, encourage and implement the standards and protocols for training advanced in the company's Code of Good Conduct in training amongst their staff and trainers, and to ensure that adherence to those standards is a matter of course.

4. Supervision and mentoring

- . 4.1 It is the responsibility of established trainers, to nurture the appropriate intellectual, technical, ethical and career development of new staff, trainers and supervisees.
- . 4.2 Trainers are responsible for the overall progress of their materials, and should follow good supervisory practice as laid out in the company Guidelines for a Code of Practice for trainers. They should also be familiar with the psychological society of Ireland's (PSI) Guidelines on Good Practice.
- . 4.3 Trainers who are new to the training community may face particular difficulties. Responsibility for ensuring that trainers and other coaches understand good research practice lies with all members of the community, but particularly with Inkel.health. Good practice should include mentoring young coaches and trainers in their new environment.
- . 4.4 All new trainers should receive appropriate training, for example in research design, regulatory and ethics approvals and consents, equipment use, confidentiality, data management, record keeping, and data protection.

5. Integrity

- . 5.1 Coaches and trainers should be honest in respect of their own actions in research and in their responses to the actions of other researchers. This applies to the whole range of work, including experimental design, generating and analysing data, applying for funding, publishing results, grant and paper reviewing, and acknowledging the direct and indirect contribution of colleagues, collaborators and others
- . 5.2 All individuals in company employment, or working within the company, or registered as trainers must refrain from plagiarism, piracy, the fabrication of materials or other forms of training misconduct. Failure to do so may result in disciplinary action (see Section 23).

6. Openness

6.1 While recognizing the need for trainers to protect their own material interests in the process of planning their material and obtaining their material evaluation encourages trainers to be as open as possible in discussing their work with other trainers and with the public.