Kasr Al-Aini Code of Conduct

“The reputation of a thousand years may be determined by the conduct of one hour”. Proverb

MISSION

• تخريج أفضل مستوى من الأطباء القادرين على العمل في مختلف نظم الرعاية الصحية

المتمرسين على مهارات الخدمة الطبية الحديثة والملتزمين بأخلاقات وأداب المهنة والتنمية المهنية المستدامة. العمل على تدريب أطباء متخصصين قادرين على إجراء الأبحاث العلمية المتقدمة وتطبيق التقنيات الحديثة والمعايير الطبية القومية والدولية مع الاهتمام بتنمية القدرة التنافسية لرأس المال البشري والسعى لخدمة المجتمع والمساهمة في حل المشاكل الصحية القومية

FACULTY VALUE SYSTEM (SEHA)

S: Service Quality and social responsibilities

E: Excellence.

H: Honesty.

A: Authenticity.
METHODOLOGY

- Nomination of the Code of Conduct Committee by the Dean of the Faculty: Prof. Dr. Dawlat Salem, Prof. Dr. Soheir Mahfouz, Prof. Dr. Maha Rabat
- Reviewing of International Codes designed for other faculties of medicine
- Brain storming for a Code of conduct suitable for the Egyptian society & culture
- Construction of the Code.
- Reviewing of the Code by the committee of senior professors.
- Addition of the legal responsibilities.
- Dissemination to the various Faculty departments for revision.
- Approval by the Faculty council.
- Dissemination to the Faculty.

PURPOSE OF THE CODE

The Code is designed to assist us in carrying out our daily activities within appropriate ethical and legal standards. These obligations apply to our relationships with patients, physicians, students, teaching staff, business dealings as well as the community. This Code is mandatory and must be followed.

TO WHOM IT APPLIES

The Code applies to Academic and Clinical Faculty members: residents, undergraduate and postgraduate students, as well as the non-academic staff. The above mentioned, should all abide by the policies and procedures stated in the Kasr Al-Aini code.
THE CODE

"Principles, values, standards, or rules of behavior that guide the decisions, procedures and systems of an organization in a way that (a) contributes to the welfare of its key stakeholders, and (b) respects the rights of all constituents affected by its operations “2007 International Good Practice Guidance”

The teacher-student relationship & individual relationships between all personnel should be based on mutual trust, respect, and responsibility. This relationship should be carried out in a professional manner, in learning, research as well as the clinical/hospital environment ensuring high quality patient-care, and at all times, ethical conduct.

A) Leadership and the Code

All employees, faculty and staff are supposed to follow this Code, it is expected that the institution leaders, who are the role models, set the best example. Their main role is to ensure that all those within their respective departments comply with the law, regulation, and policy of the institution; as well as provide the advice and resources to resolve any ethical dilemmas that may arise. They must also help to create an environment within Kasr Al-Aini that promotes the highest standards of ethics and compliance.

B) Staff & Employee Commitments and Responsibilities

1. Individual Responsibility: Ethics and integrity are the responsibility of every employee, faculty or staff member. Therefore, every member of the Faculty and staff, and any other person acting on behalf of the Kasr El Aini, is responsible for ethical conduct consistent with this Code. The administration, department chairpersons and others in supervisory positions must assume responsibility for ensuring that their personal conduct and the conduct of those under their care complies with this Code.
a) **Conflicts of Interest:** All Kasr Al-Aini employees, faculty and staff must be particularly aware of situations where there exists a conflict between the private interests of a person and their official responsibilities.

b) **Confidential Information:** Kasr Al-Aini is entrusted with many kinds of confidential and private information. It is hence mandatory that no unauthorized disclosures of sensitive information be made either during or after employment by those who have access to such material.

c) **Gratuities and Kickbacks:** Kasr Al-Aini employees, faculty and staff shall not give, offer or promise anything of value to any government official or person to enhance relations or for the purpose of receiving favorable treatment.

2. **To the patients:** We are committed to:
   a) **Provide quality care** that is sensitive, compassionate and cost effective; assuring that patient care has the highest clinical priority.
   b) **Respect of patient autonomy** by discussing treatment options with the patient and obtaining their (or their family or guardian’s) consent in matters related to their treatment, as well as communicating truthfully with them,
   c) **Avoid discrimination** based on age, gender, medical condition, National or ethnic origin, appearance, family status, physical or mental disability, political affiliation, race, religion, gender orientation, or socioeconomic status.
   d) **Treat respectfully**, all patients
   e) Ensure **confidentiality** of patient records.
   f) Don’t accept anything of value from patients

3. **To colleagues & students:** We are committed to maintain the highest standards of academic conduct by:
   a) Working in a setting that treats all colleagues & students with fairness, dignity, and respect, affording them an opportunity to grow, to develop professionally, and to work in a team environment in which all ideas are considered.**(RESPECT)**
   b) Providing students with challenges to learn without abuse, harassment, or humiliation.
c) Assuring that assessments and evaluations are fairly conducted.
d) Communicating truthfully with students, academic and nonacademic colleagues (HONESTY).
e) Encouraging language, appearance, and demeanor appropriate to the professional healthcare setting.
f) Avoid damaging the reputation of other members of the healthcare and/or work team.
g) Striving to provide the highest quality teaching, by preparing adequately for all teaching sessions, using evidence-based content, arriving on time, and admitting any gaps in knowledge.
h) Striving for continuous improvement in our teaching efforts by responding to feedback and evaluation.
i) Demonstrating respect for our students by turning off cell phones during sessions (unless for emergency situations).
j) Making sure that our students do not take actions that are inconsistent with professional ethics.
k) Acknowledging that the teacher-student relationship is a model for the doctor-patient relationship, and striving to bridge the gap between students & staff, answering their queries promptly, exercising concern for their problems, and treating them with compassion.
l) Respecting other people’s intellectual property.
m) Demonstrating honesty and integrity in all academic endeavors, particularly examinations, research and patient care.
n) Striving to create a culture of safety, by accepting responsibility for errors by disclosing as well as analyzing them, and implementing changes that would prevent similar events in the future.
4. Responsibility & commitment to the outside community

a) Any organization involved in the financing of personal health services: We are committed to dealing with them in a way that demonstrates our commitment to contractual obligations and reflects our concern for quality healthcare and cost effectiveness to healthcare.
   i. We will take great care to make sure that all billings reflect truth and accuracy and conform to our National laws and regulations. We prohibit any employee, faculty or staff member of the Kasr Al-Aini from knowingly presenting claims for payment or approval, which are false or illegal.
   ii. We will take special action to verify that claims are submitted only for services actually provided.

b) To our business counterparts: We are committed to compliance with rules, regulations, and sound business practices with honesty & integrity.
   i. Compliance with Laws: We will transact the business of the Kasr Al-Aini in compliance with the laws of the jurisdictions pertaining to that particular business.
   ii. Compliance with Contractual and Grant Obligations: In addition to laws and regulations with respect to billing issues, a high priority will be placed on the obligations of Kasr Al-Aini under its contractual arrangements with the government, suppliers, donors and others.

Unacceptable behavior:

- Inappropriate comments directed at an individual related to the person’s gender, gender orientation, racial background, religion, or physical ability.
- Threat of/or actual physical contact of any kind i.e. any form of physical violence as grabbing, pushing, or even throwing of instruments or other available objects.
- Assigning tasks for punishment rather than for educational benefit or denying equal educational opportunities as a form of punishment.
- Use of public humiliation or intimidation as a method of teaching or use of insulting language when referring to someone else.
- Grading used to punish rather than as an objective evaluation of performance.
- Preferential treatment, particularly in the evaluation and admission process, because of a close relationship (family, friend, financial benefactor---etc.).
iii. Compliance with Standards of Integrity and Quality: Kasr Al-Aini recognizes that it must maintain a reputation for integrity, and any appearance of misconduct or impropriety can be very damaging. Employees, faculty and staff must strive at all times, to maintain the highest of standards.

c) To the communities we serve: Kasr Al-Aini Medical School & its members are committed to:
   i. Understand the particular needs of the communities we serve and provide them with quality, cost-effective healthcare. We realize as an academic teaching facility that we have a responsibility to help those in need and to maintain and uphold our community’s ethical standards.
   ii. Proper maintenance of the environment, and all medical and hazardous waste and other products shall be used and disposed of in accordance with all applicable environmental laws and regulations.

C) Student Commitments and Responsibilities

It is the duty of the student to:

1. Show respect to other students, patients and teachers as individuals, without regard to race, religion, age, gender, sexual orientation or National origin.

2. Strive for excellence in attaining the knowledge, attitudes and skills needed for delivering the highest standard of patient care.

3. Attend all learning sessions as required, which will include all lectures, practical classes, patient presentations and small group sessions.

4. Demonstrate respect towards teachers and peers by: arriving on time, turning off cell phones, and complying with other specific expectations defined by the faculty.

5. Abide by the designated dress code for Kasr Al-Aini Medical School

6. Work effectively in teams, respecting the contributions of all members, assuming a fair share of responsibility, and performing leadership tasks that are based on rendering service to others.
7. Recognize our obligations as a collegial community, sharing knowledge and assisting others to achieve professional and personal goals.

8. Respect the intellectual property of others and use online resources, in a manner that is consistent with that respect.

9. Demonstrate honesty and integrity in all academic endeavors, including examinations, research and patient care.

**D. Laboratory Personnel Commitments and Responsibilities**

1. All lab personnel should be acquainted with the principles of ethics governing laboratory services conforming to cultural and traditional observances in Egypt.

2. They should also be acquainted with the legal aspects governing the proper running of a laboratory practice.

3. The personnel should be taught ethics of sample taking and treatment of patients as individuals with dignity.

4. All lab personnel should understand the codes of conduct between the laboratory physician and the patient’s treating doctor.

**E. Research Commitments and Responsibilities**

Kasr Al-Aini follows high ethical standards in any research conducted by its employees, faculty and staff. Kasr Al-Aini does not tolerate the misuse of research funds received from governmental or private sources.

1. Faculty, staff and employees involved in research projects are responsible for assuring that all research finances are used for the purpose designated by the grant or contract and that all accounts properly reflect the expenses.

2. All personnel applying for or performing research of any type are responsible for maintaining the highest ethical standards in all communications (whether written or oral) regarding their research projects as well as following the appropriate research guidelines.

3. All researchers should conduct research in an ethical manner, report results truthfully, and credit those involved in the work including them in research publications.
4. Regard the confidentiality & the privacy of patients and research participants as a central obligation
5. Obtain a written consent from all participants
6. Research should be conducted only after the approval of the Cairo University Hospital Research Ethics Committee (REC)

F. Copyrights & Plagiarism
1. Use of any National or International copyrighted material should entail obtaining the author’s permission prior to publication of any such material.
2. Kasr Al-Aini material (books, research material, teaching material or quoted statements etc.….) should be copyrighted to preserve the rights of the author/s & the establishment
3. Plagiarism is unacceptable at all levels as: thesis, independent research & faculty publications

G. Kasr Al-Aini Dress Code

Purpose
To establish basic guidelines for appropriate, conservative dress that promotes a positive image of Kasr Al-Aini Faculty of Medicine while also allowing maximum flexibility and give due consideration to safety and sound medical practice.

Responsibility
The Faculty dress code policy attempts at developing some broad guidelines involving staff members, physicians, nurses, students, technical staff and administration. Many departments and offices however have at least some uniqueness in terms of operating needs, such as public expectations and safety. Departments and offices may establish more strict requirements, based on their particular business needs.

It should be known that professional, non professional staff and students will be denied admission to various functions if their manner of dress is inappropriate.
• **Professional, Managerial, Academic, and Administrative Support Employees** - This group forms the majority of office employees, such as non-instructional professional employees in positions where a degree of advanced technical training is normally required; office support, secretarial, and program support employees. Attire will be “business dress.” For the purpose of this policy, “business dress” is defined minimally as slacks/trousers or skirt with shirt/blouse or dress, but some professional positions may require a tie and/or sports coat or suit, at the senior managers’ discretion. The higher the level of the position and the more contact with the general public, the higher the dress standard.

• **Facilities Employees (Except Managerial/Administrative)** - This group of employees consists of trades, cleansing, plant, custodial, and other departmental and facilities employees. Uniforms and safety shoes may be required by the department or office but if not required, clothes should be clean and neat. Uniforms are preferred and sandals are not acceptable.

• **Students** - Medical students are members of the medical profession so they are expected to display similar professional attitudes and behavior to those of practicing physicians. Dress for student is casual but not controversial. Some consideration must be given to the fact that students have limited means and are usually working between classes. Clothing worn while functioning as a medical student should:

1. Reflect professional status,
2. Be clean,
3. Provide for mechanical safety of the student and patients (i.e. no redundant items of clothing externally that may hamper movement or subject the person to danger when working with certain equipment or be a source of infection transfer)
4. Allow for full performance of all duties and provide easy identification of the student by staff members as well as enabling proper communication
5. Hands must be clean with nails trimmed. (Only medical gloves are allowed when dealing with patients)
6. Clean, white clinical jackets must be worn within the hospital wards & labs.

*If safety clothing or equipment is deemed necessary by the department, such clothing or equipment should be furnished by the department.*

- **Lab & hospital practicing physicians or personnel** (includes, but not limited to the following):
  1. Women: medium to long length skirts/dresses, tailored slacks, blouse or dress. Face should be exposed to allow for interaction with students & patients)
  2. Men: tailored slacks with dress shirt. Ties & flowing long coat sleeves can be a health hazard and are not permitted during practice. It is strictly forbidden to show up on the campus clad in the garment known locally as *jalabiya* and slippers.
  3. Allow for full performance of all duties & reflect professional status
  4. Name tags must be worn and visible at all times.
  5. Clean, white clinical jackets must be worn within the hospital wards & labs.
  6. Hands must be clean with nails trimmed. (Only medical gloves are allowed when dealing with patients)
  7. Provide for mechanical safety

**N.B.**
- During practice: all items of clothing should be concealed properly under the lab coat or scrubs (i.e. no redundant items of clothing externally)
- Job-related safety: when operating potentially dangerous machinery with moving parts or jobs with public health considerations such as serving or cooking food may nevertheless require some personal adjustments and special uniforms provided by the establishment
IMPLEMENTATION & EMPOWERMENT OF THE CODE

I) REPORTING OF VIOLATIONS TO THE CODE OF CONDUCT

A. **Personal Obligation to Report Accurately:** Every employee, faculty and staff member has an individual responsibility for

   - Reporting any activity by any one displaying professional, scientific misconduct or unskilled practice
   - Reporting any suspected violations of applicable laws, regulations, government contracts or grant requirements or this Code
   - Reporting should be initially made through standard channels, beginning with the immediate supervisor. Alternatively, reports may be made to a higher level of management or directly to the Kasr Al-Aini Disciplinary Committee

B. **Confidentiality:** Such reports may be made confidentially or anonymously.

C. **Cooperation:** Kasr Al-Aini employees, faculty and staff are expected to cooperate fully with any investigation of an allegation of wrongdoing or misconduct.

II) IMPLEMENTATION & EMPOWERMENT

The Kasr Al-Aini Compliance Program is intended to demonstrate in the clearest possible terms the absolute commitment of the organization to the highest standards of ethics and compliance throughout all levels of the organization. The Dean, Compliance Committee, Department Chairpersons and Compliance Officer are prepared to support all employees, faculty and staff in meeting the standards set forth in this Code.
A. Internal & external Audit

B. Corrective Action: It is the policy of the organization to initiate corrective action, instituting whatever disciplinary action is necessary, and implementing the necessary changes to prevent a similar violation from recurring at any Kasr Al-Aini department.

C. Disciplinary Action: Each person is responsible for ensuring that his or her own conduct and the conduct of anyone reporting to him or her, fully complies with this Code and with the Kasr Al-Aini policies. The precise discipline utilized will depend on the nature, severity, and frequency of the violation.

This Code of Conduct exists for the benefit of Kasr Al Aini personnel, and its patients. The Code is an integral part of the activities of this establishment and its members. It is, in addition to, and does not limit, specific policies and procedures of Kasr Al Aini. Community members must perform their duties in accordance with such policies and procedures and officers, managers and supervisors of Kasr Al-Aini have a special duty to adhere to the principles set forth in the Code of Conduct, to support other members in their adherence to the Code, to recognize and detect violations of the Code, and to enforce the standards set forth herein.
REFERENCES

1) Indiana University School of Medicine Code: Code of Conduct. Approved and adopted by Compliance Committee 10/19/98

2) Faculty of Medicine & Dentistry University of Alberta: Code of Conduct

3) University of Western Ontario and Affiliated Teaching Sites: Code of Conduct. Approved by ECFC, January 11, 2002 & updated 2005

4) The Brody School of Medicine East Carolina University: Code of Conduct Revised 03/2007

5) International Federation of Accountants 2007 International Good Practice Guidance


10) Vanderbilt University School of Medicine Compact Between Teachers and Learners

This code has been designed & adapted from the above sources with special modifications according to the particular needs of the Egyptian society’s cultural & religious requirements
SUMMARY

1) Leadership and the Code: leaders set the example, being in every respect a role model. They must help to create an environment within Kasr Al-Aini that promotes the highest standards of ethics and compliance.

2) Staff & Employee Responsibilities and Commitments:

- **Individual Responsibility**: Ethics and integrity are the responsibility of every employee, faculty or staff member.

- **Conflicts of Interest**: No conflict between the private interests of a person and the official responsibilities of that person should exist.

- **Confidential Information**: Total confidentiality is required either during or after employment.

- **Gratuities and Kickbacks**: No employee, faculty or staff should ask or accept anything of value from any party with special interests.

- **To our patients**: We are committed to:
  - Provide a quality care
  - Respect of patient autonomy
  - Avoid discrimination
  - Treat respectfully, all patients
  - Ensure confidentiality of patient records.

- **To our colleagues & students**: We are committed to maintain the highest standards of academic conduct by:
  - Respecting our peers, subordinates & students
  - Implementing fairness in all endeavors
  - Communicating truthfully
  - Encouraging language, appearance, and demeanor appropriate to the professional healthcare setting.
  - Respect the intellectual property of others
  - Demonstrate honesty and integrity in all academic endeavors, Strive to create a culture of safety.
b. Responsibility & commitment to the outside community

- Honor commitments to any organization involved in the financing of personal health services and our business counterparts
- To the communities we serve: We are committed to understand the particular needs of the communities we serve and provide these communities quality, cost-effective healthcare.

3) Student Commitments and Responsibilities

  c. Respect other students, patients and teachers
  d. Strive for excellence
  e. Attend all learning sessions as required.
  f. Abide by the designated dress code for Kasr Al-Aini Medical School
  g. Work effectively in teams.
  h. Respect the intellectual property of others
  i. Demonstrate honesty and integrity in all academic endeavors,

4) Laboratory Personnel Commitments and Responsibilities

- All lab personnel should be acquainted with the legal aspects and principles of ethics governing laboratory services conforming to cultural and religious observances in Egypt.
- The personnel should be taught ethics of sample taking and treatment of patients as individuals with dignity and should understand the codes of conduct between the laboratory physician and the patient’s treating doctor
5) Research Commitments and Responsibilities

- All accounts for research projects should properly reflect the expenditures for the particular grant or contract.

- Maintenance of the highest ethical standards in any written or oral communications regarding their research projects

- All research should be conducted in an ethical manner & regard the confidentiality & the privacy of patients and research participants.

6) Copyrights & Plagiarism

- Obtaining the author’s permission for copyrighted material prior to publication

- Kasr Al-Aini material should be copyrighted

- Plagiarism is unacceptable at all levels

7) Kasr Al-Ainy dress code should be adhered to at all times
الملمصع العربي

(1) القيادة والمثاق: يجب أن تكون قيادة الكلية مثالا ونموذج الدحرج لاحترام يحتذى به، كذلك لا بد أن تساعد على خلق بيئة داخل قصر العلمي تشجع على مستوى عالي وتمييز من الأخلاق.

2) مسؤوليات والتزامات عضاء هيئة التدريس و الموظفين والعمال:
- المسؤولية الفردية: احترام الأخلاقية والتزاهة هي مسؤولية كل موظف وعضو هيئة تدريس وعامل.
- تضارب المصالح: لا يجب أن يكون هناك تعارض بين المصالح الخاصة لشخص ومسؤوليات الرسمية لهذا الشخص.
- سرية المعلومات: السرية مطلوبة، سواء خلال أو بعد العمل.
- الإكرامات والرسوم: لا يجوز لأي موظف أو عضو هيئة تدريس أو عامل أن يسأل أو يقبل أي شيء ذي قيمة من أي مربص.
- الالتزام نحو جماعة:
  - توفير الرعاية الجيدة
  - احترام الاستقلال الذاتي المريض
  - تجنب التمييز
  - المعاملة بأحترام لجميع المرضى
  - ضمان سرية سجلات المرضى.
- لزملاكنا العلم: نحن ملتزمون بالحفاظ على أعلى معايير السلوك الأكاديمية عن طريق:
  - احترام الطلاب لاحتواههم
  - تنفيذ العدالة في جميع المساعي
  - التواصل بصدق
  - تشجيع اللغة والمظهر، والسلوك المناسب للرعاية الصحية المهنية.
  - احترام الملكية الفكرية للآخرين.
  - إظهار الصدق والنزاهة في جميع المساعي الأكاديمية، والسعي لخلق ثقافة للسلامة من المخاطرة.

المؤسوسية والالتزامات جامع المجتمع خارج محيط الكلية
- إلى المجتمعات التي نخدمها: نحن ملتزمون على فيم الاحتياجات الخاصة للمجتمعات التي نخدمها.
  - توفير نوعية جيدة للمجتمعات ، وتكلفة الرعاية الصحية الفعالة.
3) التزامات ومسؤوليات الطلاب
- يجب على الطلاب احترام المرضي وأعضاء هيئة التدريس.
- السعي للتفوق.
- حضور جميع جلسات التعليم.
- الالتزام بالزلى الرسمي الملائم لكلية طب قصر العيني.
العمل بفاعلية في فرق العمل
احترام الملكية الفكرية للآخرين
الالتزام بالصدق والنزاهة في جميع المساعي الأكاديمية،

• التزامات ومسؤوليات العاملين

- العاملين يجب أن يكونوا على بيئة بالجوائز القانونية والمبادئ الأخلاقية التي تتحكم الخدمات المختبرية ومتطلباتها للأخلاق الثقافية في مصر.
- يجب أن تدرس أخلاق أخذ العينات بالحفاظ على كرامة المريض، وينبغي أن يفهم قواعد السلوك بين المختبر والمريض والطبيب المعالج.

• التزامات ومسؤوليات البحث العلمية

- المعايير الأخلاقية في أي اتصالات مكتوبة أو شفهية بشأن المشاريع البحثية.
- ينصح أن تجري جميع الأبحاث بطريقة أخلاقية وسرية وخصوصية للمرضى والمشاركين في البحث.

• حقوق التأليف والنشر والانتحال

- الحصول على إذن المؤلف لملحقه قبل نشره.
- ينفي الالتزام بحقوق الطبع والنشر.
- الانتهاك هو أمر غير قانوني على جميع المستويات.

• الممارسات القانونية للمياثاق الأخلاقي:

- يطبق على طالب الطب ما يطبق على الأطباء في لائحة أداب المهنة والقانون المصري في علاقة الطالب بزملائه في كلية الطب وعلاقاته أساتذته وكذلك علاقته مع مرضى المستشفيات التي يتعامل معهم بحكم كونه طالب للطب.

أولاً: لائحة أداب المهنة (رقم ٣٨٣ لسنة ٢٠٠٣)

٢ مادة

- يلزم الطبيب في موقع عمله الوظيفي أو الخاص بان يكون عمله خالصاً لمرضاه، وخدمة المجتمع الذي يعيش فيه بكل إمكانياته وطاقته في ظروف السلام والحرب وفي جميع الأحوال.

٣ مادة

- على الطبيب أن يكون قدأ حسنة في المجتمع بالالتزام بالمبادئ والأخلاق العليا. أميناً على حقوق المواطنين في الحصول على الرعاية الصحية الواجبة، منزها عن الاستغلال بجميع صورة لمرضاه أو زملائه أو تلاميذه.
ماده ٦
على الطبيب أن يرعى الأمانة والدقة في جميع تصرفاته وأن يلتزم السلك القويم وأن يحافظ على كرامته وكرامة المهنة مما يشينها (وفقا لما ورد في قسم الأطباء وفِئ هذه اللائحة).

ماده ٢٠
على الطبيب أن يبذل كل ما في وسعه لعلاج مرضاه وان يعمل على تخفيف آلامهم وأن يحسن معاملتهم وأن يساوي بينهم في الرعاية دون تمييز.

ماده ٣١
لا يجوز للطبيب استغلال صلته بالمريض وعائته لأغراض تنافسي مع كرامته المهنية.

ماده ٣٧
على الطبيب تسوية أي خلاف قد ينشأ بينه وبين أحد زملائه بسبب المهنة بالطرق الودية فإذا لم يسو الخلاف يبلغ الأمر إلى مجلس النقابة الفرعية المختص فله حل ذلك من مجلس النقابة الفرعية وفي حالة تظلم أحد الطرفين من القرار يلغه مجلس الأمر على مجلس النقابة العامة (وقياسا).

على الطالب تسوية أي خلاف قد ينشأ بينه وبين أحد زملائه بالطرق الودية وإذا لم يسو الخلاف يبلغ الأمر إلى إدارة الكلية لإتخاذ اللازم.

ماده ٣٠
لا يجوز للطبيب إفشاء أسرار المريض التي اطلع عليها بحكم مهنته إلا إذا كان ذلك بناء على قرار قضائي أو في حالة إمكان وقوع ضرر جسيم ومتين يصيب الغير أو في الحالات الأخرى التي يحددها القانون.

ماده ٣١
من قانون العقوبات
"كل من كان من الأطباء والجراحين والصيدلاء والقابض أو غيرهم موضعا لدى بمقتضى صناعته أو وظيفة سر خصوصية أوتمن عليه فأفشاه في غير الأحوال التي يلزم القانون فيها يتبع ذلك عقاب بالحبس مدة لا تزيد عن سنة أشهر أو بغرامة لا تجاوز خمسين جنيهًا مصريًا وتعتبر من الأسرار الطبية:
1 - حالة المريض وقت الدخول."
وتطبيق جميع القواعد القانونية على طلاب الطب ما يطبق منها على الأطباء في أداء وظيفتهم التعليمية والتدريب بالكلية والمستشفيات.