

APPENDIX G

Code of Conduct for Evaluators

Evaluators are expected to conduct themselves in accordance with the highest standards of ethical, moral and professional behavior during all phases of the process. Each evaluator must review, sign this Code of Conduct and submit it to the Board Deputy Company Secretary together with the written acceptance of the appointment to an Evaluation Panel – prior to receiving any documentation from the Institution.

I _____ (name) agree to uphold and conduct myself in accordance with the highest standards of ethical, moral and professional behavior at all times. With respect to the Programme Evaluation and Site Visit, I will:

1. Treat peers, staff and students at the institution, and the Board/ HPCSA with courtesy and respect.
2. Exercise punctuality at all times.
3. Maintain strictest confidentiality. The results and outcomes of the process will only be discussed with the Board Deputy Company Secretary and/or the Education, Training and Registration Committee of the Board.
4. Conduct the evaluation in an objective, fair and impartial manner.
5. Evaluate the programme on its merits i.e. does it meet the Board specified criteria/ requirements.
6. Evaluate the programme (i.e. nature of learning opportunities provided by programme) and not individual students' performance.
7. Respect differences – methods of attaining requirements are variable and are the right of the programme.
8. Avoid comparisons with own training or training programmes.
9. Refrain from offering advice to the programme/institution.
10. Recuse myself in the event of a conflict of interest.
11. Sign and submit (to Board Deputy Company Secretary) the Code of Conduct and Confidentiality Agreement prior to receiving the Institution's Self Review Report.
12. I will not discuss the report directly with the institution - all communications will be via the Board/ Board Secretariat.

Signature

Date