

TCBAP Ethical Standards

Ethical Standards for CERTIFIED CRIMINAL JUSTICE ADDICTIONS PROFESSIONAL (CCJP) and CERTIFIED CRIMINAL JUSTICE ADDICTIONS PROFESSIONAL APPLICANT (CCJP-A)

The Texas Certification Board of Addiction Professionals (TCBAP) is comprised of substance use disorder (SUD) prevention and treatment professionals and peer recovery support specialist who, as responsible healthcare professionals, believe in the dignity and worth of human beings. In the practice of their profession, they assert that the ethical principles of autonomy, beneficence and justice must guide their professional and societal expectations, obligations and conduct. As professionals dedicated to the prevention, treatment and recovery of service recipients with substance use disorders and their families, they believe that they can effectively prevent and treat its individual and familial manifestations. SUD professionals dedicate themselves to the promotion of the best interests of service recipients, colleagues, the profession and society.

It is expected that, in the management of, or delivery of services to, individuals with criminal justice involvement, service recipients of CCJP and CCJP-A will:

Principle 1: Nondiscrimination

The applicant or SUD professional shall not in any way participate in discrimination on the basis of race, color, sex, sexual orientation, age, pregnancy, religion, national origin, socio-economic status, political belief, citizenship, military service or affiliation, psychiatric or psychological impairment, physical disability, or the amount of previous therapeutic or treatment occurrences.

The SUD professional shall be knowledgeable about disabling conditions, demonstrate empathy and personal emotional comfort in interactions with service recipients with disabilities, and make available physical, sensory, and cognitive accommodations that allow individuals with disabilities to receive services. The SUD professional should comply with all local, state and Federal laws regarding the accommodation of individuals with disabilities.

Principle 2: General Respect and Caring

- A. Perform duties with the attitude that change can occur, and accept responsibility for facilitating that change.
- B. Demonstrate appropriate respect for the dignity, worth, knowledge, insight, experience, and areas of expertise of others.
- C. Accept responsibility for the consequences of their actions.
- D. Make every reasonable effort to ensure that personal knowledge about client's psychological state is not misused, intentionally or unintentionally, to harm others.
- E. Encourage others, if appropriate, to relate with integrity, to respect the dignity of persons, and to expect respect for their own dignity.
- F. Assume overall responsibility for the scientific and professional activities of assistants, students, supervisees, and employees with regard to respect for the dignity of persons,

TCBAP Ethical Standards

all of whom, however, incur similar obligations.

Principle 3: Conflict of Interest

Avoid relationships (e.g. with students, employees, or service recipients) and other situations which might present a conflict of interest or which might reduce their ability to be objective and unbiased in their determinations of what might be in the best interests of others.

- A. SUD professionals should adhere to the same principles of professionalism outlined in the Code of Ethics online as they would offline. With this in mind, the following are additional guidelines regarding the use of technology:
- B. SUD professionals are discouraged from interacting with current or past direct service recipients on personal social networking sites. It is recommended that SUD professionals establish a professional social networking site for this purpose.
 1. SUD professionals should not affiliate with their own direct service recipients on personal social media sites.
 2. SUD professionals use professional and ethical judgment when including photos and/or comments online or in service materials.
 3. SUD professionals should not provide their personal contact information to direct service recipients, i.e. home/personal cell phone number, personal email, social media accounts, etc. nor engage in communication with direct service recipients through these mediums except in cases of agency/professional business
- C. It is the responsibility of the SUD Professional to ensure, to the best of his or her ability, that professional networks used for sharing confidential information are secure and that only verified and registered users have access to the information.
- D. SUD professionals should be aware that any information they post on a social networking site may be disseminated (whether intended or not) to a larger audience, and that what they say may be taken out of context or remain publicly available online in perpetuity. When posting content online, they should always remember that they are representing the SUD profession, their organization and their community, and so should always act professionally and take caution not to post information that is ambiguous or that could be misconstrued or taken out of context. It is recommended that employees not identify themselves as connected to their agency on their personal website.
- E. Employees should be aware that employers may reserve the right to edit, modify, delete, or review **organizational** Internet communications and that writers assume all risks related to the security, privacy and confidentiality of their posts. When moderating any website, the SUD professional should delete inaccurate information or other's posts that violate the privacy and confidentiality of service recipient or that are of an unprofessional nature.
- F. SUD professionals should refer, as appropriate, to an employer's social media or social networking policy for direction on the proper use of social media and social networking in relation to their employment.

TCBAP Ethical Standards

Principle 4: Do No Harm

- A. If making a referral to a colleague or other professional, maintain appropriate contact, support, and responsibility until other service begins.
- B. Do everything reasonably possible to stop or offset the consequences of actions by others when these actions are likely to cause serious physical harm or death, as allowed by Texas law.

Principle 5: Confidentiality

The SUD professional must embrace, as a primary obligation, the duty of protecting the privacy of service recipient and must not disclose confidential information acquired in teaching, practice or investigation.

- A. The SUD professional must inform the service recipient and obtain agreement in areas likely to affect the service recipient's participation including, but not limited to, the recording of an interview, the use of interview material for training purposes and the observation of an interview by another person.
- B. The SUD professional must make provisions for the maintenance of confidentiality and the ultimate disposition of confidential records.
- C. The SUD professional must **report** information received in confidence only when there is a clear and present danger to the service recipient or to other persons within the organization, and then only to appropriate professional workers, public authorities immediately, or no more than twenty-four (24) hours of information received.
- D. The SUD professional must discuss the information obtained in clinical or consulting relationships only in appropriate settings, and only for professional purposes clearly concerned with the case. Written and oral reports must present only data germane to the purpose of the evaluation and every effort must be made to avoid undue invasion of privacy.
- E. The SUD professional must use clinical and other material in classroom teaching and writing only when the identity of the persons involved is adequately disguised.

Principle 6: Informed Consent

- A. Seek as full and active participation as possible from others in decisions, which affect them.
- B. Practice within the guidelines and standards of Federal and state regulations regarding informed consent and human subject's protocols.

Principle 7: Competence and Self-Knowledge

- A. Espouse objectivity and integrity, and maintain the highest standards in the services offered.
- B. Conduct self-evaluations of professional performance applying ethical, legal, and professional standards to enhance self-awareness and performance.
- C. Accurately represent their own and their associates' qualifications, education, experience, competence, and affiliations, in all spoken, written, or printed

TCBAP Ethical Standards

communications, being careful not to use descriptions or information which could be misinterpreted.

- D. Take immediate steps to obtain consultation or to refer a client to a colleague or other appropriate professional, whichever is more likely to result in providing the client with competent service, if it becomes apparent that a client's problems are beyond their competence.
- E. Keep themselves up to date with relevant knowledge, research methods, and techniques, through the reading of relevant literature, peer consultation, and continuing education activities, in order that their service or research activities and conclusions will benefit and not harm others.
- F. Develop and utilize strategies to maintain one's own physical and mental health.

Principle 8: Reliance on the Discipline

Seek consultation from colleagues and/or appropriate groups and committees, and give due regard to their advice in arriving at a responsible decision, if faced with difficult situations.

Resolving Ethical Issues

- A. TCBAP SUD professionals shall take appropriate action when they possess information that raises doubts as to whether another professional is acting in an ethical manner.
- B. TCBAP SUD professionals shall not initiate, participate in, or encourage the filing of ethics complaints that are frivolous or intend to harm a professional rather than to protect service recipients or the public.
- C. TCBAP SUD professionals shall cooperate with investigations, proceedings, and requirements of a TCBAP ethics investigation or ethics committees of other duly constituted associations or boards having jurisdiction over those charged with a violation.

ASSURANCES AND RELEASES

TCBAP may request further information from all persons listed on the certification application form, in order to verify training, employment, etc. This information is not available to others outside the certification process without the written consent of the applicant.

"I give my permission for the TCBAP and staff to investigate my background as it relates to information contained in this application for certification as a Certified Criminal Justice Professional. I understand that intentionally false or misleading statements, or intentional omissions, shall result in denial or revocation of certification."

"I consent to the release of information contained in my application file, and other pertinent data submitted to, or collected by the TCBAP, to officers, members, and staff of the aforementioned board."

TCBAP Ethical Standards

"I further agree to hold the TCBAP, its officers, board members, employees, and examiners free from civil liability for damages or complaints by reason of any action that is within the scope of the performance of their duties which they may take in connection with this application and subsequent examinations, and/or the failure of TCBAP to issue certification."

"I hereby affirm that the information provided on this form is correct and that I believe I am qualified for the certification for which I am applying."

"I understand that The TCBAP may refer complaints outside its jurisdiction, or also within the jurisdiction of another licensing program within the TCBAP or of another agency, to the appropriate program or agency for action, as permitted by law."

PROCEDURE FOR CODE OF ETHICS COMPLAINTS

TCBAP has a process established to provide an avenue through which persons can file complaints about the ethical conduct of a TCBAP CCJP, CCJP-A or an applicant to the certification system. This provides a procedure and a forum by which such a professional or applicant may make a good-faith dispute and respond to such complaints. This system is used to adjudicate complaints, which have been found to be irresolvable through other means. Prior to employing the process, persons are encouraged to attempt to resolve the situation through other means, i.e., personally with the CCJP/CCJP-A professional or through the CCJP/CCJP-A professional's supervisor/employing agency. If this means fail or do not satisfactorily resolve the circumstances, the disciplinary review process may be the appropriate vehicle to address the complaint.

Ethic complaints must be submitted in writing and mailed to TCBAP Headquarter at 401 Ranch Road 620 Ste 310, Austin, Texas 78734