



POLICY 10A - CODE OF ETHICS

It is the policy of the CCI Board of Trustees to develop and implement a Code of Ethics. The Board of Trustees shall review and revise the code of ethics to remain current with changes in health care and the cardiovascular technology field of practice.

I. Code of Ethics

The purpose of the CCI Code of Ethics is to acknowledge the Applicant's, Candidate's, and Registrant's acceptance of the responsibility and trust conferred upon it by the organization and to acknowledge that earning a CCI credential is a privilege that must be earned and maintained. The delivery of safe, competent and ethical patient care is a responsibility of the highest order. This document sets forth the Code of Ethics to be adhered to by credentialed cardiovascular technologists awarded the credentials administered and awarded by CCI.

All credentialed cardiovascular technologists awarded a CCI credential shall, in their professional activities, sustain and advance the integrity and honor of the profession by adhering to this Code of Ethics. Applicants, Candidates and Registrants who intentionally or knowingly violate any provision of the Code of Ethics will be subject to action by a peer review panel, which may result in revocation of the certification.

CCI's Code of Ethics

1. As a CCI credentialed cardiovascular professional or applicant/candidate of CCI Examinations, I will place the safety, health and protection of the patient above all other interests.
2. As a credentialed cardiovascular professional or applicant/candidate of CCI Examinations, I will demonstrate and maintain professional competence in all aspects of patient care and within the scope of practice as defined by my employer.
3. As a credentialed cardiovascular professional or applicant/candidate of CCI Examinations, I will represent my credential(s) accurately, honestly, and will not attempt to maintain CCI credentials by fraud, deception or artifice.
4. As a credentialed cardiovascular professional or applicant/candidate of CCI



Examinations, I will not knowingly assist another person or persons in obtaining or attempting to obtain or maintain CCI credentials by fraud, deception or artifice.

5. As a credentialed cardiovascular professional or applicant/candidate of CCI Examinations, I will uphold professional standards by adhering to defined technical protocols and diagnostic criteria established by peer review.
6. As a credentialed cardiovascular professional or applicant/candidate of CCI Examinations, I will represent my qualifications honestly and provide only those services for which I am qualified to perform.
7. As a credentialed cardiovascular professional or applicant/candidate of CCI Examinations, I will defend and protect the patient's right to privacy and confidentiality, unless required to disclose such information by law.
8. As a credentialed cardiovascular professional or applicant/candidate of CCI Examinations, I will consistently maintain and improve professional competence through regular assessment of skills, continuing education, experience and professional training.
9. As a credentialed cardiovascular professional or applicant/candidate of CCI Examinations, I will accept responsibility for maintaining the credential by meeting renewal requirements and remaining in good standing with CCI.
10. As a credentialed cardiovascular professional or applicant/candidate of CCI Examinations, I will voluntarily report any criminal behavior resulting in a conviction of a misdemeanor or felony.
11. As a credentialed cardiovascular professional or applicant/candidate of CCI Examinations, I will avoid deceptive acts which misrepresent my academic or professional qualifications.
12. As a credentialed cardiovascular professional or applicant/candidate of CCI Examinations, I will avoid compromise of professional judgment by conflicts of interest.
13. As a credentialed cardiovascular professional or applicant/candidate of CCI Examinations, I will engage only in legal arrangements and practices in the health-care field.



14. As a credentialed cardiovascular professional or applicant/candidate of CCI Examinations, I will act in a manner free of bias with regard to religion, ethnicity, gender, age, national origin, disability, social or economic status.
15. As a credentialed cardiovascular professional or applicant/candidate of CCI Examinations, I understand that the certificate, logo and marks are the property of CCI and I will not misrepresent or inappropriately use the property of CCI. I agree to return the wallet card and certificate of my credentialing, upon request, to the CCI Board of Trustees.
16. As a credentialed cardiovascular professional or applicant/candidate of CCI Examinations, I will act in a professional manner in my correspondence and interaction with the CCI International Office.
17. As a credentialed cardiovascular professional or applicant/candidate of CCI Examinations, I will uphold and follow all policies and procedures, both current and those adopted by CCI, required by the CCI to remain in good standing, and I will abide by CCI's Code of Ethics.
18. As a CCI credential holder, candidate of CCI examinations, or applicant of CCI examinations, I shall inform CCI of any matters in the past, present, or future that may affect my capability fulfill the requirements to maintain my credential and/or comply with CCI's Code of Ethics.

POLICY 10B - ETHICS AND DISCIPLINARY COMMITTEE

I. Purpose, Responsibilities and Objectives of the Ethics and Discipline Committee

The purpose of the Committee is to assure that issues regarding the Registrant's (or potential Registrant) practice and conduct are fairly and reasonably investigated, and to protect the public against unprofessional and unethical conduct by CCI credentialed cardiovascular technician/technologists. The primary objective of the Committee is to enforce the Code of Ethics of CCI. It is the responsibility of the Committee to follow the CCI policies and procedures in the conduct of its business as set forth below.

A. Enforce Code of Ethics

The Committee shall receive and review complaints of ethical violations and report findings and recommendations for action, including sanctions and



dismissal of complaint to the Executive Committee.

B. Scope of Authority

The Committee shall investigate complaints filed against an applicant, candidate or registrant who is certified at the time the complaint is filed and decide the complaint.

C. Composition

The Chair of the Committee shall be appointed by the Board and shall not vote on the disposition of the complaint. The Chair shall be authorized to participate in the discussion and deliberation of the complaint. The Chair shall convene required meetings, follow the progress of the investigation, and report findings to the Executive Committee. The Chair shall communicate Executive Committee and Board decisions to the committee.

The Chair of the Committee shall appoint a minimum of three (3) individuals to serve on the Committee, with the requirement that at least a minimum of two (2) of these individuals are Registrants in good standing with CCI and who are not members of the Board of Trustees. The Public Member is the only member of the Board of Trustees who may serve on the Committee. Members of the Ethics and Discipline Committee shall serve a two year terms and members of the Committee shall be eligible to serve no more than two consecutive terms.

II. Ethics Complaint Procedures

Credentialed cardiovascular technologists are expected to be professionals and as such are expected to conduct themselves in an ethical manner. The Board recognizes its responsibility to maintain the integrity of the credentials which it administers. The Board accepts that, from time to time, the good of the profession may require it to take action against an individual who has applied or taken a CCI Examination or a Registrant upon receipt, investigation, and finding of a violation(s) of the Code of Ethics.

The Board also recognizes that in order to maintain the integrity of the credentials which it administers that it may be required to take action against an individual who has not taken a CCI Examination, thus not a Registrant of CCI, who has misrepresented themselves as a holder of a CCI administered credential.



This procedure describes the steps to be taken when complaints are presented. By publishing this procedure, the Board does not expect, invite, solicit or encourage such complaints. The use of these procedures is for the sole purpose of protecting the reputation of the profession and safeguarding the public's trust.

The Board will consider only complaints that specify the part(s) of the Code of Ethics that has allegedly been violated.

A. Complaints

1. All complaints must be in writing and signed by the complainant(s) and only information submitted in writing to the CCI International Office and signed will be considered. CCI will consider anonymous complaints when appropriate. However, CCI requests that complainant(s) identify themselves by name, address, email address, and phone numbers. CCI may need to contact complainant(s) for additional information or if clarification is necessary.
2. At a minimum, the complaint should specify the respondent, the alleged inappropriate behavior referencing the specific section of the Code of Ethics allegedly violated, the standing of the complainant and any corroborating evidence.

B. Actions

1. The President of the Board of Trustees shall appoint the Chair of the Ethics and Discipline Committee (herein referred to as the "Committee").
2. All complaints shall be reviewed by the Executive Director, who will determine if the complaint is valid and actionable. Valid and actionable complaints will be forward the Chair of the Committee.
3. Complaints not deemed valid and actionable will be returned to the complainant with written notice stating the deficiencies of the complaint.
4. Complaints deemed valid and actionable will be investigated.



III.

D. Timeline

The timelines set forth below shall be guidelines and as such may be shortened or extended at the Committee's discretion, depending on the circumstances of each proceeding.

E. Forfeiture of Fees and Examination Authorizations

1. During an investigation of an alleged violation of the Code of Ethics by an applicant, candidate or registrant; any examination or renewal fees in the possession of CCI will remain in the possession of CCI and that no refund will be given to said applicant, candidate or registrant while an active investigation is ongoing.
2. Should an applicant, candidate, or registrant be found by the Committee to be in violation of the Code of Ethics any and all current and past fees submitted by the individual to CCI shall be deemed non-refundable.
3. During an investigation of an alleged violation of the Code of Ethics by an applicant, candidate or registrant; any examination authorization that are valid will be canceled until the finalization of the investigation. No candidate of a CCI examination will be allowed to sit for an examination while an ethics investigation is in progress.
4. During an investigation of an alleged violation of the Code of Ethics by an applicant, candidate or registrant; any examination that has been passed the awarding of the credential will be postponed until the investigation and determination of the Ethics Committee has been finalized.

Procedures: Ethics and Discipline Committee

The Committee shall have the power to investigate all alleged violations of the Code of Ethics. The Committee is obligated to investigate only complaints which are valid and actionable. If, during the investigation, the Committee determines that there may be additional violations, the Committee may investigate and reach



appropriate findings regarding such additional violations. The reporting of a criminal conviction resulting in a misdemeanor or felony will automatically trigger the conduct of an investigation.

All information disclosed to the Committee shall remain confidential except during circumstances in which the Committee is required to disclose such information when compelled by a validly issued subpoena required by law or to parties essential to the investigation. A file of materials related to the investigation shall be maintained by the headquarters staff in a secure location and accessible only to authorized individuals. Upon the closing of each investigation, the Committee shall return to the Executive Director all materials reviewed for disposition of the complaint.

E. Disciplinary Procedures

Initial Consideration.

Within forty-five (45) days after receiving a complaint, the Executive Director shall determine whether sufficient information exists to proceed with a formal investigation. The investigation shall not proceed without first having received the complainant's acknowledgement and consent that all information disclosed by the complaint will be disclosed to the Registrant and others pursuant to the investigation. If the complainant does not consent to the disclosure of all information, the complaint shall be dismissed.

Notification of Formal Investigation.

If the Executive Director determines that a formal investigation is warranted, the Chair of the Committee shall be notified by the Executive Director to begin the investigation. Within thirty (30) days of notification of a formal investigation, the Chair of the Committee shall send written notification to the complainant and the applicant, candidate or registrant regarding the conduct of the investigation. Such notification shall include the complaint and a description of the alleged behaviors involved in the complaint, including the specific sections of the Code of Ethics that are alleged to have been violated. The Chair's notification shall include a request that the applicant, candidate or registrant respond to the allegations within thirty (30) days from the date of notification. The Chair's notification shall include the name of the complainant, unless the committee has proceeded on its own initiative. The Chair's notification shall be sent by certified



mail, return receipt requested.

Response to Complaint.

The applicant, candidate or registrant's response to the complaint shall contain complete information concerning the complaint. The applicant, candidate or registrant's failure to respond to the complaint or lack of cooperation shall not prevent the continuation of the investigation as the Committee deems appropriate.

Investigation.

The Committee shall conduct its investigation by collecting information, conducting phone inquiries or any other appropriate means of inquiry. If after receipt of the certificate holder's response the Committee determines that additional information is warranted by either or both parties, or from any third parties, the parties shall be notified and shall submit the additional information within thirty (30) days from the date of the Committee's request for additional information.

Disposition of Complaint.

If the Committee concludes that some type of action is warranted, it shall adopt any one or more of the following sanctions or take any other appropriate action:

1. Notify all parties, in writing, that based on the investigation, no action is warranted against the certificate holder and dismiss the complaint;
2. Require that the applicant, candidate or registrant cease and desist the alleged conduct;
3. Reprimand the applicant, candidate or registrant in writing;
4. Require corrective actions be taken;
5. Refer the matter to a national, regional, state or local professional association;



6. Suspend the registrant's credential's status (or deny applicant or candidate from proceeding in the certification process) for an appropriate period of time, including permanently;
7. Revoke the registrant's credential(s);
8. Prohibit approval of application for addition credentials;
9. Take any other action that is warranted under the circumstances.

Any action taken against an applicant, candidate or registrant shall become part of the individual's record, which record shall be considered during any future consideration regarding the certificate holder's certification status.

Report to the Executive Committee.

The Chair of the Committee shall provide written notification to the Executive Committee of the Board of Trustees within thirty (30) days of determination of the complaint. The Executive Committee shall review the findings of the investigation within thirty (30) days of its receipt of the findings and shall uphold the determination of the Committee, unless evidence warrants further investigation, in which case the investigation shall continue, or unless the Executive Committee has evidence that the Committee has acted erroneously, or in an arbitrary or capricious manner.

Notification and Publication of Sanction.

The Chair of the Committee shall notify the complainant and the applicant, candidate or registrant of the committee's findings and determination within thirty (30) days from the date of the decision of the Executive Committee. The Chair shall report the name(s) of the sanctioned applicant, candidate or registrant and the violation of the Code of Ethics as determined by the Committee. Such information shall be published on the CCI website, and any other appropriate locations as reasonably determined by the Committee. Upon request, the Chair of the Committee shall provide such report to any interested person or public agency deemed necessary to protect the public.

Appeal



Appeal to the Executive Committee. The applicant, candidate or registrant shall have thirty (30) days from the date of the Chair's notification to request an appeal of the Committee's findings. In such an event, the Executive Committee shall notify the Board of Trustees and the Chair of the Committee that an appeal has been filed.

Information Included in Appeal. The applicant, candidate or registrant's appeal of the Executive Committee's decision must be made in writing and must be mailed by certified mail, return receipt requested, to the Executive Committee. The applicant, candidate or registrant shall state the specific grounds why the appeal should be considered. The applicant, candidate or registrant may not present, include, or rely on facts that were not presented in the proceedings.

Appeal Hearing

In the event that the applicant, candidate or registrant timely and properly appeals the Executive Committee's decision, the Board of Trustees shall constitute a Board Appeals Panel, with the exception of the Public Member if the Public Member is a current member of the Ethics and Discipline Committee, and shall notify the applicant, candidate or registrant of the date and location of the appeal hearing. The appeal hearing must be scheduled as soon as possible after the Board's receipt of notification of appeal to the Board. The appeal shall be heard and conducted at the headquarters of the CCI or another mutually agreed upon location. The applicant, candidate or registrant shall pay for his or her expenses. The applicant, candidate or registrant shall have the right to bring his or her own attorney to counsel the applicant, candidate or registrant at the hearing, but in no event shall counsel be allowed to provide testimony in lieu of, or on behalf of the applicant, candidate or registrant. The hearing shall be closed to third parties with the exception of any witnesses, experts, consultants and legal counsel. The Board of Trustees may exclude any individual(s) from the hearing at any time at its discretion, with the exception of the applicant, candidate or registrant and his/her legal counsel, if any, who shall be entitled to be present at all times. The Board shall consider all available evidence presented to the Committee which formed the basis for the Committee's determination, and such other evidence as it may, in its discretion, deem appropriate. The appeal hearing shall be recorded by a court recorder and a formal record of the proceeding shall be filed by the Executive Director.

The Board's decision shall be final and not subject to appeal.



Board's Decision

The Board shall only overrule the Committee's recommendations and conclusions in the event of the following:

1. The Code of Ethics were incorrectly applied;
2. The findings of facts by the Committee were clearly erroneous, arbitrary or capricious; and/or
3. The disciplinary sanctions recommend by the Committee were grossly disproportionate to the facts surrounding the violation.

The Board's decision shall be final and not subject to appeal.

Notification Publication of Sanction

Within thirty (30) days from the appeal hearing, the Board shall notify the complainant and the applicant, candidate or registrant in writing of its decision. The President shall report the name(s) of the sanctioned applicant, candidate or registrant and the violation of the Code of Ethics as determined by the Committee. Such information shall be included on the CCI website, and any other appropriate locations as reasonably determined by the Committee. Upon request, the Board shall provide such report to any interested person or public agency deemed necessary to protect the public.

Close of Case

Once the final decision has been made, the matter shall be closed and the files shall be retained in the CCI headquarters office. Committee members shall return all information received during the investigation to the Executive Director, where one set of records shall be maintained and the remainder destroyed.