

**CECA COMMITTEE MEETING MINUTES**  
**April 14, 2011**

<b>MEMBERS PRESENT</b>	<b>MEMBERS ABSENT</b>
Bob Baker (invited guest) Jeffrey Berger Ken Berkowitz Joseph Carrese Brian Childs Art Derse Ann Heesters Jack Gallagher Martha Jurchak Christine Mitchell Tia Powell Kayhan Parsi Kathy Powderly Terry Rosell Wayne Shelton Marty Smith Jeffrey Spike Anita Tarzian (co-chair) Lucia Wocial	Armand Antommara Colleen Gallagher (co-chair) Paula Goodman-Crews Nneka Mokwunye

The meeting was called to order at 11:00 AM, Eastern Time Zone.

**Code of Ethics**

Bob Baker summarized a plan for developing a Code of Ethics for Health Care Ethics Consultants, consistent with standards identified in the *Core Competencies for Health Care Ethics Consultation* (2<sup>nd</sup> Ed) and the content in the *ASBH Education Guide*. This will involve identifying an outline of principles to include in the Code and circulating a statement for each principle to CECA members for a two-week comment period. We agreed to begin with a statement about confidentiality, which should be easier to come to consensus on as compared to conflicts of interest or obligation. We will discuss on a future CECA teleconference the logistics of when and how to include others outside of CECA in this process while staying on track to complete the Code development within a reasonable timeframe. There is interest in expeditious Code development, but Bob pointed out that a code of ethics needs to be tailored to the profession it serves and that this will need to take some time. In addition, codes of ethics evolve over time and thus are never really “finished.” The goal, then, is to begin the process and have an identified list of principles and consensus on one or two principle statements over the next several months. Eventually, this will be circulated to the ASBH membership for comment and feedback from members involved in health care ethics consultation (HCEC). Kathy suggested that recent law school graduate Eric Chwang is available to serve as an intern to CECA to help Bob with Code development work. We agreed to move forward with the above plan.

**Request for Proposals (RFP)**

The RFP sub-group (Colleen, Armand, Kayhan, Lucia, and intern Kala Perkins) have developed the RFP, which was circulated before this teleconference. There are a few elements that need to be filled in and a cover letter to the Board completed. The goal is to submit this to the Board soon. A suggestion was

made to address the issue of intellectual property rights to any product that results (i.e., not give away rights that could result in not being able to use a product developed by another company for ASBH members). We also discussed making it clear that the financial burden of certification be considered in proposals received by ASBH (i.e., that a process for certification be created that does not create undue burden on the applicant). Survey data will be added to the RFP to reflect what potential applicants are willing to pay; this should be explicitly stated as a major driver of any certification plan proposed to ASBH.

### **FAQ**

The Frequently Asked Questions (FAQ) for HCEC certification/accreditation/credentialing is near its final form. Another version with latest substantive edits was circulated to CECA members and posted on the CECA google groups. CECA members will submit any final edits within the next week, at which time, a final version will be given to the ASBH Board to consider posting on the ASBH website. Christine agreed to look at the section on costs to consider whether it should be more explicitly stated that cost burden will be considered in developing any certification process.

### **Pearls/Resources**

We discussed the HCEC Pearls: Suggested Do's and Don'ts for Health Care Ethics Consultation, which Joe circulated to CECA members. He and Colleen have discussed co-authoring an article for publication. We agreed that an open access journal is the best choice for such an article, given that the intended end-users are individuals doing HCEC who may not have resources on hand such as access to other ethics journals. Marty asked if the current document could be distributed to conference attendees at an upcoming Ohio bioethics conference. We agreed that as long as the document is labeled as a draft with attribution to authors and ASBH's CECA committee, this is acceptable.

### **Communicating**

We agreed to continue CECA collaborations through the CECA listserv, rather than relying on the google groups shared pages, although documents will be posted to CECA's google group.

The meeting adjourned at 12 noon. The next standing meeting teleconference date is the second Thursday of the month, 11A-12N Eastern; the next meeting will be Thursday, May 12.