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The Caregiver's Code of Conduct

As a Caregiver of **Right Accord**, I hereby acknowledge this Caregiver's Code of Conduct, understanding that I am expected to do my best to provide the highest quality of care to my client(s). I have read the Rules for Professional Caregivers and, for the benefit of any potential client(s), I agree and commit to the following standard practices:

1. **I will conduct myself professionally.** I will be respectful of the Guidelines provided by **Right Accord**, as well as the rules set forth by the client.
2. **I will be compassionate.** I recognize that this is a difficult time for the client and their loved ones, and will show sensitivity, empathy and kindness in all my client relationships.
3. **I will uphold integrity.** I will be honest and forthright in all my interactions with the client, his or her representatives, and family members, always putting the client's best interests first.
4. **I will listen attentively.** I understand the importance of listening carefully to the client so he or she will feel comfortable in being heard and cared for, and so that I can best assess the immediate or ongoing needs that must be met.
5. **I will follow instructions** impeccably when provided by the client or his/her representative.
6. **I will advocate for my client's best interests.** I will do my best to ensure my client's needs are met, and that their dignity and privacy are always respected.
7. **I will keep emergency contact information up to date.** I will stay informed of the procedures to follow and who to call in the event of any emergency.
8. **I will communicate clearly.** I will not hesitate to ask questions when I need clarification. I will keep the client or client's representative and my supervisor informed of any concerns, changed conditions, progress or problems. If my primary language is different than that of the Care Recipients, I will speak the client's primary language while in his or her presence.
9. **I will avoid handling client finances** unless required to do so by the Client's Representative. I will also respectfully decline any valuable gifts offered by the client, unless authorized by the Client's Representative and my supervisor.
10. **I will maintain good records** related to the client's daily activities, medical matters or medication journals in the care plan folder provided. I will keep all documents neat and tidy at all times.
11. **I will honor client boundaries.** I will respect the client's home environment and other family members, restricting personal use of the telephone, etc., to my own time.
12. **I will exercise good judgment when confirming schedules.** I will meet with potential clients or their Representatives in person prior to starting services if they request an interview. I will answer as many questions as I can in order to provide services that I am being interviewed for. I will only accept jobs that I know I am capable of performing and will commit to.
13. **I will care for myself.** I know that taking excellent care of myself, and staying as healthy as possible, improves my effectiveness in being a better Caregiver!

Employee Name

Employee Signature

Date