 Department of Health Government of Nunavut		NURSING POLICY, PROCEDURE AND PROTOCOLS	
		Community Health Nursing	
TITLE:		SECTION:	POLICY NUMBER:
Gifts		Administration	05-025-00
EFFECTIVE DATE:	REVIEW DUE:	REPLACES NUMBER:	NUMBER OF PAGES:
February 10, 2018	February 2021		4
APPLIES TO:			
Community Health Nurses			

POLICY:

Employees, volunteers and physicians working with the Department of Health and Social Services (HSS) are to refrain from accepting gifts (except those gifts of nominal value and those listed in Guidelines 05-025-01) from clients, vendors/suppliers or others doing business with or seeking to do business with HSS.

Employees, volunteers and physicians must also avoid giving gifts to clients, vendors/suppliers or others doing business with or seeking to do business with HSS.

DEFINITIONS:

Employees are permanent, temporary, full-time, part-time, casual or contract employees and for the purposes of this policy, also includes residents, students, affiliated organizations and other personnel conducting business for or at the community health centre.

Volunteers are individuals giving their time to the health centre without remuneration

Clients are individuals who have or will receive medical attention, care and/or treatment at the community health centre. For the purposes of this policy this definition includes family, friends and the client's support group.

Vendor/Suppliers (including Drug Companies) are any person, company or contractor that sells and/or provides goods or services to HSS. This definition includes both current and prospective vendors/suppliers.

Gift is defined as a voluntary transfer of property from one person or entity to another made without charge or consideration. Gifts include but are not limited to articles of value such as money, donations or property and/or offers of travel, accommodation, meals, entertainment, equipment or other special considerations.

Nominal Value is defined as being less than twenty-five (\$25.00) dollars.

Cumulative Value of Gifts is the increasing value of the gifts as one party successively gives gifts to another party.

PRINCIPLES:

The codes of ethics, standards of practice and guidelines of the respective regulated health professional groups shall supplement the information contained within this policy.



PRINCIPLES:

No employee shall accept a gift which could influence their decision on any health centre business including procurement

RELATED POLICIES, GUIDELINES AND LEGISLATION:

Guideline 05-025-01 Guidelines for Accepting Gifts

Canadian Nurses Association (2008) *Code of Ethics for Registered Nurses*. Ottawa, ON.

Government of Nunavut (n.d.) *Human Resource Manual*.



GUIDELINES 05-025-01

1. All gifts accepted are to be reported to the employee's immediate supervisor, who will determine whether the gift is of nominal value and/or falls within the exceptions listed below. The immediate supervisor must also take into consideration the cumulative value of multiple gifts.
2. The acceptance of gifts is expected to be transparent and may be audited.

Gifts from Clients

1. The Department of Health and Social Services recognizes that clients may wish to express their appreciation to employees. In these instances, employees may suggest that the client write letters of appreciation or contact the MLA.
2. Employees are prohibited from soliciting tips, personal gratuities or gifts from clients. Unsolicited gratuities and gifts may be accepted from clients only if such gifts are of the nominal value. Gifts should not be accepted if such acceptance would compromise the client/clinician therapeutic relationship. To the extent possible, any acceptable gift should be shared with the employee's colleagues.
3. If a client or another individual wish to present a monetary gift, they should be referred to the Director of Health Programs.

Gifts from Existing or Potential Vendors/Suppliers

1. Employees may retain gifts and/or promotional items from vendors/suppliers and agents working on behalf of vendors/suppliers, only if such gifts and/or promotional items are of the nominal value. HSS expects and trusts that employees will exercise good judgment and discretion in accepting gifts.
2. To the extent possible, any acceptable gift should be shared with the employee's colleagues.

Exceptions

1. In making a decision to accept the gift under these exceptions, an employee should consider the following: reason for the gift; whether it is appropriate; his or her role at the health centre and how the acceptance of the gift might be perceived by others.
2. He or she should also consider whether an obligation or reciprocity is implied for either party in the transaction. As a standard of reasonableness, the employee should ask whether he or she would be comfortable telling his or her supervisor, peer or family about the gift.



Vendor/Supplier Sponsored Entertainment and Events

1. At a vendor/supplier's invitation, an employee may accept meals and refreshments, as well as attendance at a workshop, conference or an information session at the vendor/supplier's expense, subject to the criteria above.
2. Any concerns regarding whether a donation may or may not be accepted should be referred to the immediate program supervisor.

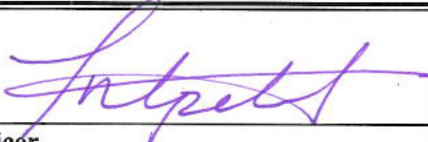

Where an employee has received a gift under these exceptions, he or she will notify the Director of Health Programs so that a record of the gift can be kept.

Reporting

All employees are obligated to report to their immediate supervisor, any instances where they believe they or another employee have failed to comply with this policy.

Related Policies, Guidelines and Legislation

Government of Nunavut (n.d.). Financial Administration Manual
Canadian Nurses Association Standards of Practice
Canadian Medical Association – Practice Guidelines
Canadian Research-Based Pharmaceutical Companies Code of Marketing Practices

Approved by:		Effective Date:
Chief Nursing Officer	11 FEB 2011 Date	April 1, 2011
	February 11, 2011 Date	
Deputy Minister of Health and Social Services		

