



Australian Association of Clinical Hypnotherapy & Psychotherapy Inc

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Code of Conduct

Introduction

All practising members of the Australian Association of Clinical Hypnotherapy & Psychotherapy Inc (AACHP) must display the Code of Conduct provided below including the information for clients about how a complaint may be made to the AACHP. All relevant qualifications must also be displayed. All of these documents must be displayed in a position and manner that makes them easily visible and accessible to a person entering the AACHP member's premises where he/she treats clients.

In 2015, the AACHP Committee implemented a National Code of Conduct of standards and practices for non-registered General Health Service Providers. This was proposed by the then named Council of Australian Governments (COAG). **In February 2017, this Act became law in Victoria and is the minimum legal standard that must be complied with by all AACHP members.**

The nationwide implementation of this Act means that any potential breach of this code by a non-registered general health service provider may be grounds for a complaint and formal investigation to the Health Complaints Commissioner (HCC) within the State or Territory that the Service Provider resides.

A Non-Registered General Health Service Provider means a natural person who provides a health service. A *health service* has the same meaning as in any and all definitions as provided in any relevant State or Territory Acts.

Application of the code of conduct

This code of conduct applies to the provision of General Health Services by:

- (a) General Health Service Providers who are not required to be registered under the Health Practitioner Regulation National Law (including de-registered health practitioners), and
- (b) General Health Service Providers who are registered health practitioners under the Health Practitioner Regulation National Law and who provide health services that are unrelated to their registration.
- (c) To provide context for members, it is important to note that the practice of 'Hypnotherapy' as a modality is defined as 'non-registered' and the term, 'Hypnotherapists' is defined as 'Alternative Therapists' within the schedules of the Code.
- (d) Any person with concerns about a health service that is being provided can make a complaint to the HCC. This includes health service consumers and their friends and family members, health service staff and volunteers, concerned community members and professional organisations.



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(e) Consumers cannot be dismissed, disciplined or disadvantaged in any other way, for making a complaint and they are also protected from legal actions such as defamation and civil liability. Complaints can also be made anonymously.

f) A complaint to the HCC may be made about any health service provided in Victoria, or a health service that has been requested, even if not delivered. A complaint may also be made about anyone who holds consumers health records and the way information is handled.

The HCC manage complaints about:

- access to services
- quality and safety
- care and attention
- respect, dignity and consideration
- communication about treatment, options and costs
- the level of involvement in health care decisions
- access, privacy and confidentiality of personal health information
- complaint handling by the health service provider.

A complaint may be made if a general health service provider failed to meet their obligations in how they provided a service, under this code. A complaint may also be made about a practitioner who is not abiding by the conditions of a prohibition order the HCC has placed on them.

For AACHP members residing and conducting business in other states and territories of Australia, The Health Complaints Act of 2016 is under the provenance of The Health Care Complaints Commission of **NSW** (HCCC), The Office of the Health Ombudsmen in **QLD** (OHO), The HCCA in the **ACT**, The HCSCC in South Australia, The Department of Health in **WA**, The HHC in **Tasmania**, and The HCSCC in the **NT**.



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1. **General health service providers to provide services in a safe and ethical manner:**

- a) A general health service provider must provide general health services in a safe and ethical manner.
- b) Without limiting subclause (a), general health service providers must comply with the following:
- i. a general health service provider must maintain the necessary competence in the provider's field of practice;
 - ii. a general health service provider must not provide a health service of a type that is outside the provider's experience or training, or provide services that the provider is not qualified to provide;
 - iii. a general health service provider must only prescribe or recommend treatments or appliances that serve the needs of clients;
 - iv. a general health service provider must recognise the limitations of the treatment the provider can provide and refer clients to other competent health service providers in appropriate circumstances
 - v. a general health service provider must recommend to clients that additional opinions and services be sought, where appropriate;
 - vi. a general health service provider must assist a client to find other appropriate health care services, if required and practicable;
 - vii. a general health service provider must encourage clients to inform their treating medical practitioner (if any) of the treatments or care being provided;
 - viii. a general health service provider must have a sound understanding of any possible adverse interactions between the therapies and treatments being provided or prescribed and any other medications or treatments, whether prescribed or not, that the provider is, or should be, aware that a client is taking or receiving, and advise the client of these interactions.
 - ix. a general health service provider must provide general health services in a manner that is culturally sensitive to the needs of the provider's clients.

2. **General health service providers to obtain consent:**

Prior to commencing a treatment or service, a general health service provider must ensure that consent appropriate to that treatment or service has been obtained and complies with the laws applying in Victoria.



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3. Appropriate conduct in relation to treatment advice:

(a) A general health service provider must accept the right of the provider's clients to make informed choices in relation to the health services the client seeks or receives.

(b) A general health service provider must not attempt to dissuade a client from seeking or continuing medical treatment.

(c) A general health service provider must communicate and co-operate with colleagues and other health service providers and agencies in the best interests of their clients.

4. General health service providers to report concerns about the conduct of other health service providers:

A general health service provider who, in the course of providing treatment or care, forms the reasonable belief that another health service provider has placed or is placing clients at serious risk of harm must refer the matter to the Commissioner.

5. General health service providers to take appropriate action in response to adverse events:

(a) A general health service provider must take appropriate and timely measures to minimise harm to clients when an adverse event occurs in the course of providing treatment or care.

(b) Without limiting subclause (a), a general health service provider must:

- i. ensure that appropriate first aid is available to deal with any adverse event; and
- ii. obtain appropriate emergency assistance in the event of any serious adverse event; and
- iii. promptly disclose the adverse event to the client and take appropriate remedial steps to reduce the risk of recurrence; and
- iv. report the adverse event to the relevant authority, where appropriate.

6. General health service providers to adopt standard precautions for infection control:

(a) A general health service provider must adopt standard precautions for the control of infection in the course of providing treatment or care.

(b) Without limiting subclause (a), a general health service provider who carries out skin penetration or other invasive procedures must comply with the laws applying in Victoria.



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7. General health service providers diagnosed with infectious medical conditions:

(a) A general health service provider who has been diagnosed with a medical condition that can be passed on to clients must practise in a manner that does not put clients at risk.

(b) Without limiting subclause (a), a general health service provider who has been diagnosed with a medical condition that can be passed on to clients must take and follow advice from a suitably qualified registered health practitioner on the necessary steps to be taken to modify the provider's practice to avoid the possibility of transmitting that condition to clients.

8. General health service providers not to make claims to cure certain serious illnesses:

(a) A general health service provider must not claim or represent that the provider is qualified, able or willing to cure cancer or other terminal illnesses.

(b) A general health service provider who claims to be able to treat or alleviate the symptoms of cancer or other terminal illnesses must be able to substantiate such claims.

9. General health service providers not to misinform their clients:

(a) A general health service provider must not engage in any form of misinformation or misrepresentation in relation to the products or services the provider provides or the qualifications, training or professional affiliations the provider holds.

(b) Without limiting subclause (a):

- i. a general health service provider must not use the provider's possession of a particular qualification to mislead or deceive clients or the public as to the provider's competence in a field of practice or ability to provide treatment; and
- ii. a general health service provider must provide truthful information as to the provider's qualifications, training or professional affiliations; and
- iii. a general health service provider must not make claims either directly to clients or in advertising or promotional materials about the efficacy of treatment or services the provider provides if those claims cannot be substantiated.



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10. General health service providers not to practise under the influence of alcohol or unlawful substances:

(a) A general health service provider must not provide treatment or care to clients while under the influence of alcohol or unlawful substances.

(b) A general health service provider who is taking prescribed medication must obtain advice from the prescribing health practitioner or dispensing pharmacist on the impact of the medication on the provider's ability to practise and must refrain from treating or caring for clients in circumstances where the provider's capacity is or may be impaired.

11. General health service providers with certain mental or physical impairment:

(a) A general health service provider must not provide treatment or care to clients while suffering from a physical or mental impairment, disability, condition or disorder (including an addiction to alcohol or a drug, whether or not prescribed) that places or is likely to place clients at risk of harm.

(b) Without limiting subclause (a), if a general health service provider has a mental or physical impairment that could place clients at risk, the general health service provider must seek advice from a suitably qualified health practitioner to determine whether, and in what ways, the provider should modify the provider's practice, including stopping practice if necessary.

12. General health service providers not to financially exploit clients:

(a) A general health service provider must not financially exploit the provider's clients.

(b) Without limiting subclause (a):

- i. a general health service provider must only provide services or treatments to clients that are designed to maintain or improve clients' health or wellbeing; and
- ii. a general health service provider must not accept or offer financial inducements or gifts as a part of client referral arrangements with other health service providers; and
- iii. a general health service provider must not ask clients to give, lend or bequeath money or gifts that will benefit the general health service provider directly or indirectly.



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13. General health service providers not to engage in sexual misconduct:

- (a) A general health service provider must not engage in behaviour of a sexual or close personal nature with a client.
- (b) A general health service provider must not engage in a sexual or other inappropriate close personal, physical or emotional relationship with a client.
- (c) A general health service provider should ensure that a reasonable period of time has elapsed since the conclusion of the therapeutic relationship before engaging in a sexual relationship with a client.

14. General health service providers to comply with relevant privacy laws A general health service provider must comply with the relevant privacy laws that apply to clients' health information, including:

- (a) *the Health Records Act 2001; and*
- (b) *the Privacy and Data Protection Act 2014; and*
- (c) *the Privacy Act 1988 of the Commonwealth.*

15. General health service providers to keep appropriate records:

- (a) A general health service provider must maintain accurate, legible and up-to-date clinical records for each client consultation and ensure that these are held securely and not subject to unauthorised access.
- (b) A general health service provider must take necessary steps to facilitate clients' access to information contained in their health records if requested.
- (c) A general health service provider must facilitate the transfer of a client's health record in a timely manner when requested to do so by the client or the client's legal representative.

16. General health service providers to be covered by appropriate insurance:

A general health service provider should ensure that appropriate indemnity insurance arrangements are in place in relation to the provider's practice.

17. General health service providers to provide access to code of conduct and other information:

(a) A general health service provider must bring each of the following documents to the attention of, or make available a copy of each of the following documents to, the clients of the general health service provider when providing or offering to provide a general health service:

- i. a copy of this code of conduct;
- ii. a document that gives information about the way in which clients may make a complaint to the Commissioner.

(b) Copies of these documents must be made available in a manner that makes them easily accessible to clients.