

**Idaho Physical Therapy Association  
Position Description  
Ethics Committee**

**1.0 INTRODUCTION**

The purpose of this position description is to establish and define the functional role, requirements, reporting relationships, authority, tasks and responsibilities, and measurements of performance of the members on the Ethics Committee.

**2.0 FUNCTIONAL ROLE**

- 2.1 The Ethics committee serves as a resource on ethical dilemmas and questions of ethics.
- 2.2 The Ethics committee fields questions from the membership regarding ethical issues.
- 2.3 The Ethics committee processes and ethical complaints of the membership and investigates those complaints according to “The Procedural Document on Disciplinary Action of the American Physical Therpay Association”.
- 2.4 The Ethics committee renders a recommendation of disciplinary action to the APTA Judicial Committee.
- 2.5 **Term:** One member of the Ethics committee is elected each year during the Fall IPTA Chapter meeting to a 3-year term during. The most senior member of the committee serves as the Chair.

**3.0 REQUIREMENTS**

- 3.1 **Membership:** IPTA member in good standing for at least 5 years required. May be a PT, PTA or Life Member.
- 3.3 **Experience:** Previous committee chair or leadership position in the IPTA is highly recommended.
- 3.4 **Skills, Knowledge, and Abilities:** Ability to function independently and inter-dependently and provide an unbiased judgment. Ability to maintain confidentiality regarding committee activities. Knowledgeable of the APTA Code of Ethics and the Idaho State Practice Act.
- 3.5 **Physical and Mental Requirements:**
  - 3.5.1 **Physical:** Willingness to interact via either telecommunication or physical meetings as needed. Excellent organizational skills and a systematic approach to problem solving.
  - 3.5.2 **Mental:** Requires good problem solving and ethical resolution processing. Requires unbiased and open mind for processing of complaints.

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**4.0 REPORTING RELATIONSHIPS**

- 4.1 The members are appointed annually by the BOD.
- 4.2 The Ethics Committee reports to the President and the Board of Directors.
- 4.3 No positions report to the Ethics committee.

**5.0 AUTHORITY**

- 5.1 The Ethics committee has the authority process any and all ethical complaints.
- 5.2 Make recommendations to the APTA Judicial Committee regarding findings.
- 5.3 Expected Reimbursement:
  - 5.3.1 Reimbursement for travel and lodging for IPTA Board of Director meetings.
  - 5.3.2 Reimbursement for telephone and postage expenses for Chapter related business
  - 5.3.3 Travel related expenses for other Chapter-related business as needed and approved by the IPTA Board of Directors.

**6.0 TASKS AND RESPONSIBILITIES**

- 6.1.1 The Chair
  - 6.1.1.1** serves on the IPTA Board of Directors.
  - 6.1.1.2** writes one article pertaining to Ethical issues for one edition of the Idaho Insight / year
  - 6.1.1.3** fields questions from the membership regarding ethical issues.
  - 6.1.1.4** organizes and conduct committee meetings at least 1 / year or as needed to investigate complaints.
  - 6.1.1.5** remains up-to-date on APTA Procedural Process and Code of Ethics.
- 6.1.2 The members
  - 6.1.2.1** remain up-to-date on APTA Procedural Process and Code of Ethics.

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**6.1.2.2** attend meetings organized by the chair and assist in the investigation of complaints as requested by the Chair.

**7.0 MEASUREMENTS OF PERFORMANCE**

- 7.1 Kept the membership abreast of various ethical issues.
- 7.2 Kept the membership aware of various ethical issues.
- 7.3 Informed the membership of the process for filing an ethical complaint.
- 7.4 Provided an article for the Idaho Insight.
- 7.5 Fielded ethical questions from the membership.
- 7.6 Maintained confidentiality at all times.
- 7.7 Investigated complaints as needed per protocol with report to the APTA Judicial Committee.

**8.0 ACKNOWLEDGMENTS**

I have reviewed and understand the above position description. I also agree that the Board of Directors has the right to change this job description by providing notice to me of the changes.

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Ethics Committee Member Date

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President of the IPTA Date