

# Australian and New Zealand College of Anaesthetists ACADEMIC INTEGRITY POLICY

## 1. PURPOSE

This policy articulates the expectations of the Australian and New Zealand College of Anaesthetists (“the College”), including the Faculty of Pain Medicine, in regard to academic integrity and provides an overview of the College’s procedures for investigating and managing academic misconduct. This policy pertains to trainees, Fellows and employees of ANZCA, individuals undertaking the ANZCA international medical graduate specialist (IMGS) assessment process and non-Fellows engaged in ANZCA duties and activities. Its scope includes the ANZCA training programs and research activity (funded by ANZCA and otherwise).

## 2. INTRODUCTION

ANZCA is responsible for the education and training, and continuing professional development of specialist anaesthetists and specialist pain medicine physicians, and for the standards of clinical practice in Australia and New Zealand. ANZCA also strongly supports research via the Anaesthesia and Pain Medicine Foundation and the ANZCA Research Committee, which assesses research applications. The ANZCA *Code of Professional Conduct* identifies honesty and integrity as desirable attributes of Fellows of the College. Similarly, the ANZCA training programs foster these qualities in trainees. The code of conduct for ANZCA staff outlines the standards expected of employees. Consistent with these ideals, the College upholds the highest standards in regard to scholarly endeavour.

## 3. BODY OF POLICY

### 3.1 Definitions

- 3.1.1 **Academic integrity:** assurance of scholarly endeavour, reflecting an honest, fair, truthful, responsible and respectful approach with outcomes that peers and the wider community trust. Academic integrity is essential to a professional approach to teaching, assessment and research.
- 3.1.2 **Academic misconduct:** conduct that compromises academic integrity. Examples include:
  - 3.1.2.1 Falsification of data or results.
  - 3.1.2.2 Misrepresentation of academic or other material (such as creating or submitting false documentation, impersonation).
  - 3.1.2.3 Disrespect for intellectual property, including intentional plagiarism (see item 3.1.3).
  - 3.1.2.4 Taking prohibited resources or devices into an assessment setting.

- 3.1.2.5 Unauthorised collaboration during an assessment or review.
  - 3.1.2.6 Disobeying instructions issued in regard to an assessment, in order to gain an unfair advantage.
  - 3.1.2.7 Failure to obtain or implement relevant ethical approval.
  - 3.1.2.8 Unduly coercing or influencing potential research participants.
  - 3.1.2.9 Knowingly risking the welfare of research participants.
  - 3.1.2.10 Knowingly omitting key details regarding methodology or other dimensions of a study when publishing research findings.
  - 3.1.2.11 Failing to make a reasonable endeavour to publish results, whether positive or negative.
  - 3.1.2.12 Plagiarism (defined in item 3.1.3).
  - 3.1.2.13 Assisting another person in any of the above acts.
  - 3.1.2.14 Inciting another person to undertake any of the above acts.
  - 3.1.2.15 Failure to report any of the above acts when aware of such acts.
  - 3.1.2.16 Attempting to undertake any of the above acts.
- 3.1.3 **Plagiarism:** the act of claiming another person's ideas or work as one's own (for example, paraphrasing another author's argument without acknowledgement), or quoting one's own work without acknowledgement (for example, submitting a manuscript for assessment without acknowledging the work has previously been published or submitted elsewhere). As per item 3.1.2.12, plagiarism is one example of academic misconduct.

## 3.2 The importance of academic integrity

- 3.2.1 Trainees, Fellows and staff members of ANZCA, individuals undertaking the ANZCA IMGS assessment process and non-Fellows engaged in ANZCA duties and activities are collectively engaged in a range of academic pursuits, including:
- 3.2.1.1 Administering and undertaking reviews, assessments and examinations within the ANZCA training programs.
  - 3.2.1.2 Supervising trainees.
  - 3.2.1.3 Conducting and reporting research (for example, module 11 / formal project, option B scholar role activities, ANZCA funded or endorsed research, FPM clinical case study) and disseminating findings via publications and presentations.
  - 3.2.1.4 Continuing professional development.

3.2.2 Academic integrity is essential to a professional approach to teaching, assessment and research. If academic integrity is compromised, the achievements of peers may be impeded and/or undermined, and/or there may be an unfair or illegal advantage obtained. In the case of research, the community's trust in researchers and research may be diminished.

### 3.3 Fostering academic integrity

3.3.1 ANZCA is committed to a culture of academic integrity. The individual is responsible for his or her conduct.

3.3.2 ANZCA expects that trainees and Fellows will abide by established ethical standards in relation to medical practice<sup>1,2</sup> including educational and research activities.<sup>3-5</sup>

3.3.3 Fellows and non-Fellows engaged in ANZCA duties/activities are expected to fulfil the roles detailed in the relevant [terms of reference](#).

3.3.4 The ANZCA training agreements require that trainees abide by professional standards and be honest, trustworthy and act with integrity at all times; trainees are required to declare that they are aware that plagiarism and academic misconduct are violations of such professional standards.

3.3.5 Professional document *TE11 Policy on the Formal Project* requires that projects of the 2004 curriculum follow conventional standards applicable to scientific work, including research ethics, honesty of reporting and authorship. The scholar role activities of the 2013 curriculum, outlined in the *ANZCA Training Program Curriculum, ANZCA Handbook for Training and Accreditation* and regulation 37, include an emphasis on research and publication ethics. The FPM professional role details the standards expected of FPM trainees in regard to professional behaviours.

3.3.6 ANZCA reserves the right to audit and/or request that an audit is undertaken via the relevant institution. ANZCA should be alerted to any investigations commenced. Please refer to the ANZCA research policy for the conditions of ANZCA research grants.

3.3.7 ANZCA offers a range of resources to support individuals to meet their obligations in regard to academic integrity. A trainee with any doubts or questions about what is acceptable academic conduct should in the first instance approach their scholar role tutor or formal project officer.

3.3.7.1 Individuals seeking guidance with regard to how to cite the work of others are encouraged to contact the ANZCA Library (email: [library@anzca.edu.au](mailto:library@anzca.edu.au)).

3.3.7.2 Individuals seeking counsel regarding a particular research issue are encouraged to contact the Research Committee, members of which are available to assist in an advisory capacity (email: [research@anzca.edu](mailto:research@anzca.edu)). All inquiries will be handled sensitively.

3.3.7.3 Individuals seeking counsel regarding a particular issue relating to the ANZCA training programs are encouraged to contact the

general manager, training and assessments (email: [training@anzca.edu.au](mailto:training@anzca.edu.au)). All inquiries will be handled sensitively.

3.3.8 ANZCA has a range of mechanisms to discourage and sanction academic misconduct.

### 3.4 Identification, investigation and management of academic misconduct

3.4.1 ANZCA regards and treats misconduct of any type seriously. Trainees, Fellows, staff members of ANZCA, individuals undertaking the ANZCA IMGS assessment process and non-Fellows engaged in ANZCA duties and activities are required to notify ANZCA if they have formed the reasonable belief that an individual within the ANZCA community has engaged in academic misconduct.

3.4.1.1 The chief executive officer must be alerted to all instances of suspected academic misconduct.

3.4.2 Trainees are encouraged to report firstly to their scholar role tutor or formal project officer or alternatively, the supervisor of training or education officer.

3.4.3 Suspected academic misconduct will be investigated as follows:

Affiliation with ANZCA	Investigation
Trainee	Trainee performance review (as per regulations 37.14.3.3 and 38.10.3.3)
International medical graduate specialist	International Medical Graduate Specialist Committee
Fellow	Ad hoc committee composed of ANZCA councillors and chief executive officer (as per regulation 26)
Non-Fellow engaged in ANZCA duties/activities	Ad hoc committee composed of ANZCA councillors and chief executive officer
Staff member	Chief executive officer in liaison with Human Resources Unit

3.4.4 Such investigations will follow best practice in investigations and be fair and independent. The rules of natural justice will be observed in the investigation which will be conducted without bias, and any person against whom an allegation is made will be given the opportunity to respond.

### 3.5 Consequences of substantiated academic misconduct

3.5.1 The consequences of substantiated academic misconduct may include:

Affiliation with ANZCA	Possible consequences
Trainee	Removal from the training program (as per regulations 37 and 38); withdrawal of research funding
International medical graduate specialist	Withdrawal from the assessment process
Fellow	Suspension/termination of fellowship (as per regulation 26); withdrawal of research funding
Non-Fellow engaged in ANZCA duties/activities	Termination of duties/activities
Staff member	Termination of employment

3.5.2 Instances of substantiated academic misconduct may be reported to the relevant regulatory authority.

### 3.6 Appeal

3.6.1 Any trainee, Fellow, IMGS or non-Fellow engaged in ANZCA duties/activities who is dissatisfied with and adversely affected by a decision made under this regulation may apply to have the decision reconsidered. Subsequent applications may be made for review and then appeal. All such applications must be made under regulations 30 and 31.

3.6.2 Provisions pertaining to employees are detailed in the ANZCA general grievance policy.

## 4. CONCERNS OR COMMENTS

If you have any concerns about the ANZCA academic integrity policy please contact the chief executive officer on +61 3 9510 6299 or via [ceo@anzca.edu.au](mailto:ceo@anzca.edu.au). Requests must be in writing and resolution of concerns will be sought as promptly as possible.

## 5. CHANGES TO ANZCA ACADEMIC INTEGRITY POLICY

The College may modify or amend this policy at any time. Formal notice of amendments will not ordinarily be given, but the current academic integrity policy will be available via the College website [www.anzca.edu.au](http://www.anzca.edu.au). The latest version of the policy can be accessed via the College website [www.anzca.edu.au](http://www.anzca.edu.au) or by contacting the College on +61 3 9510 6299.

## 6. RELATED DOCUMENTS

- 6.1. Constitution
- 6.2. [Regulation 26](#)
- 6.3. [Regulation 30](#)
- 6.4. [Regulation 31](#)
- 6.5. [Regulation 37](#)
- 6.6. [Regulation 38](#)
- 6.7. [Code of Professional Conduct \(Fellows\)](#)
- 6.8. [TE11 Policy on the Formal Project](#)
- 6.9. FPM Preparation of the Clinical Case Study
- 6.10. ANZCA training agreement
- 6.11. FPM training agreement
- 6.12. Code of conduct (*employees*)
- 6.13. [Intellectual property policy](#)
- 6.14. [Research policy](#)
- 6.15. [Whistleblowers policy](#)

## 7. REFERENCES

1. Medical Board of Australia. Good medical practice: A code of conduct for doctors in Australia. Melbourne: Medical Board of Australia, n.d. From: <http://www.medicalboard.gov.au/Codes-Guidelines-Policies.aspx>. Accessed 24 April 2013.
2. Medical Council of New Zealand. Cole's Medical practice in New Zealand. Wellington: Medical Council of New Zealand, 2013. From: <http://www.mcnz.org.nz/news-and-publications/cole-s-medical-practice-in-new-zealand/>. Accessed 24 April 2013.
3. National Ethics Advisory Committee. Ethical guidelines for intervention studies. Wellington: NEAC, 2012. From: <http://neac.health.govt.nz/streamlined-ethical-guidelines-health-and-disability-research>. Accessed: 18 April 2013.
4. National Ethics Advisory Committee. Ethical guidelines for observational studies: observational research, audits and related activities. Wellington: NEAC, 2012. From: <http://neac.health.govt.nz/streamlined-ethical-guidelines-health-and-disability-research>. Accessed 18 April 2013.
5. National Health and Medical Research Council, the Australian Research Council and Universities Australia. Australian code for the responsible conduct of research. Canberra: Australian Government, 2007. From: [http://www.nhmrc.gov.au/files\\_nhmrc/publications/attachments/r39.pdf](http://www.nhmrc.gov.au/files_nhmrc/publications/attachments/r39.pdf). Accessed April 18 2013.

## 8. CHANGE CONTROL REGISTER

Version	Author	Approved by	Approval Date	Sections Modified
1	Policy Unit	Council	February 15, 2014	Created
1.1	Policy Unit	CEO	March 4, 2014	Copyright statement

				added
1.2	Policy Unit			Hyperlinks updated

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