The Acupuncture Society
Code of Ethics

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RULES AND REGULATIONS OF THE ACUPUNCTURE SOCIETY

The Acupuncture Society has the right to expect that all of its members conduct their professional activities in accordance with the Code of Ethics, Rules and Regulations of the Society.

LOCAL AUTHORITY LICENSING

Practitioners working in areas outside of London not served by section 4 of the London Local Authorities Act 1991 must apply to their local Environmental Health Officer to obtain a Special Treatments license.

LOCAL AUTHORITY LICENSING EXEMPTION

If you are practising in an area covered by the London Local Authorities Act 1991, as a member of the Acupuncture Society you may be exempted from special treatment licensing. Please contact your local authority Environmental Health Department to find out whether as an Acupuncture Society Member you are exempt.

SPECIAL TREATMENT LICENCE CRITERIA IN LONDON AREA

Follow this link for Special treatment Licence criteria in the London area

http://www.wandsworth.gov.uk/info/389/licence-massage_and_special_treatments/814/special_treatment_licence_premises/1

HEALTH AND SAFETY REQUIREMENTS

All practitioners must comply with the provisions of the Health and Safety at Work Act 1974 and appropriate supporting regulations to ensure a safe and hygienic place of work for themselves, their colleagues and their clients. The following are the basic standards required to comply with the above Act and are considered the minimum standards expected by the Society for all its member’s practices.

WORKPLACE

Floors, passages and stairways must be of sound construction, properly maintained and free from obstruction. Electrical equipment will be maintained in an efficient and safe condition and suitable for use. The provision and maintenance of a comprehensive first aid kit is required in all workplaces. All workplaces shall have suitable and sufficient lighting, heating and ventilation provided and maintained as appropriate.
FIRE REGULATIONS

Appropriate fire precautions shall be maintained at all times. Means of escape in case of fire shall be maintained and shall be kept free from obstruction at all times in accordance with fire regulations.

Follow this link for UK Fire Safety regulation Advice

http://www.fire-riskassessment.com/fire-regulations.html

SAFE STORAGE

Adequate provision for storage shall be provided for all equipment and items required for treatment. All storage must be suitably clean and in such a place so as to avoid any risk of contamination.

SANITARY ACCOMMODATION

The sanitary accommodation shall be provided and maintained in a clean and hygienic condition. The accommodation must be supplied with a conveniently accessible washing facility which includes the provision of hot and cold water or water at suitably controlled temperature, soap, and paper towels. Practitioners sinks must be in or close to the treatment room and not be used for anything other than cleansing of practitioners hands for treatments.

WASTE DISPOSAL

All waste material and other litter shall be placed in a suitable covered leak proof receptacle and arrangements shall be made with a commercial waste disposal company for removal as and when necessary. Arrangements for clinical waste and sharps disposal shall be arranged as appropriate.

CLINICAL HYGIENE

All parts of the premises used in connection with acupuncture and herb treatments must be kept clean and in such good repair as to enable them to be effectively cleaned. All tables, couches and seats used for the treatment of clients shall have smooth impervious surfaces which is thoroughly cleaned using a suitable disinfectant at the end of each working day and after any spillage on the surface. Where appropriate the skin in the area of the needle piercing site must be appropriately cleansed. Prior to conducting acupuncture the practitioner will wash his/her hands and forearms with soap and hot water, dry with clean disposable towels and use anti bacterial gel. A wash hand basin with continuous supplies of hot and cold water or water at suitably controlled temperature, with adequate supplies of soap, towels and nailbrushes must be provided in each treatment room.
TREATMENT COUCHES

Should have wash down vinyl surface, with open face hole, removable headrest and vinyl covered pillows. Surfaces to be kept clean and free from blood residue and disposable paper towel roll must be used. To sterilize the couch and other surfaces dilution of Sodium Hypochlorite or Anti Bacterial spray is recommended.

GOWNS AND TOWELS

To be changed and cleaned after each use and free from stains. Disposable paper towel roll must be used on treatment couches as opposed to cloth towels.

NEEDLES, TRAYS, CUPS AND OTHER INSTRUMENTS

Any instrument which may have come into direct contact with skin or blood must be immersed after each use in a recommended dilution of Sodium Hypochlorite for at least one hour or Autoclaved. It must be autoclaved to manufacturer’s specification and kept in a sterile environment before each use. Where autoclaves are used they must have an annual safety inspection certificate. Needles and other disposable instruments must be pre-packed and pre-sterilised and only used once before proper disposal in a puncture and leak-proof box that is clearly marked ‘sharps’. The box and its contents must be disposed of in a manner approved for clinical waste.

PERSONAL HYGIENE

Hands and Finger nails must be scrubbed clean with antibacterial soaps between each patient. Paper masks must be used when in close contact with patients and whilst administering moxibustion. Use sterilised vinyl or latex disposable gloves during needle insertion and withdrawal or sterilised cotton wool technique as appropriate. Disposable hand towels are recommended. Plastic gloves must be worn when examining skin disease. Refrain from smoking or consuming food in the treatment area.

MOBILE PRACTICE AND HOME VISITS

You must meet health and safety standards equivalent to working in a clinic. If you transport equipment you must ensure that containers used for this purpose are of sufficient size, are designed to allow for separate storage of sterile and soiled equipment, and are lockable and tightly sealed when shut. And as far as possible, the treatment is carried out in a well lit, clean room with ready access to a clean washhand basin; take with you appropriate cleaning agents, hand disinfectants, and a hygienic means of hand drying; take clean couch rolls and paper towels for covering work surfaces in the home and ensure that the bed/couch is covered by a clean cover; and general hygiene is established. Use in a portable sharps container; any soiled or contaminated non-sharps items are disposed of in the appropriate manner; other waste products are carefully bagged separately for disposal in line with local environmental health department guidelines. Ensure that your patient is well enough before you leave.
PROFESSIONAL CONDUCT

Details of medication must be noted. Possible side effects and known effects in combinations of herbs and medication must be considered. Acupuncture or Herbal Medicine must not be prescribed if a patient's condition is not fully understood or is likely to be critical or non-responsive to treatment. Such patients must be referred to their General Practitioner and treatment is to be declined.

Practitioners must give professional considered advice when consulting patients and must not overcharge, mislead or continue to treat patients for prolonged treatment courses without beneficial treatment results. Practitioners associated to the Acupuncture Society will not conduct nor permit any person to administer any treatments unless particulars of the training and qualifications are recognized by the Society.

Herbal Medicines must be of the highest quality, clean, not fermented, polluted or out of date. Controlled or toxic substances, endangered species, minerals and animal parts must not be used. Patent remedies without product licenses cannot be used nor can prescriptions made up by third parties.

All TCM, Acupuncture, Chinese Herbal member practitioners and those members practising Oriental, Thai, Chinese, Tuina and Acupressure massage must always work within the scope of practice of their training.

The practitioner shall ensure that adequate records of treatments are kept. The Acupuncture Society has the right to expect that all of its members conduct their professional activities in accordance with the Code of Ethics, Rules and Regulations of the Society.

TREATMENT PROHIBITIONS

Patients should not be treated if they have consumed alcohol or combinations of alcohol, prescribed or recreational drugs or if they haven't eaten two to three hours prior to treatment. They should have also taken their prescribed medicine to the prescribed dose prior to treatment. Patients should be treated whilst they are lying on the treatment couch and not whilst sitting on a chair as this will reduce the risk of syncope.

PROHIBITED TREATMENTS

- Abortion.
- Pregnancy related symptoms against the advice of a midwife or a medical doctor.
- Controlled infectious disease which require hospitalization in isolation.
- Treatment for cancer and other serious diseases like diabetes, high cholesterol, blood pressure, thyroid or any other conditions requiring medication must not be offered as a replacement to conventional medical treatment.
INSURANCE

Members must not practice without adequate professional indemnity, public liability and product cover insurance and must produce evidence of cover annually.

Follow the below link for Acupuncture Society Recommended Professional Indemnity Insurers

http://www.acupuncturesociety.org.uk/practice_insurance.html

RECORD KEEPING

It is a requirement of insurers that client consultation records are taken and retained for a period of seven years. This is to protect you in the event of a claim being made against you.

The records should as a minimum have the client’s full name, date of consultation and notes on the lifestyle/medical history where appropriate to the treatment being given.

It should include a brief description of the therapy or treatment, details of medication, and previous operations and allergic reactions. If there is an unusual reaction to the therapy or treatment this needs to be also noted. Full details of treatment given and reactions and benefits reported by patients to such treatment should be noted.

OBLIGATIONS TO CLIENTS

Practitioners must be honest to their patients, not mislead, nor give advice beyond thier scope of expertise. Patients must not be given prolonged courses of treatment without encouraging results. Records of patient’s medical history and their treatment progress must be kept. Practitioners must not advise patients to stop medication or other medical treatments without first consulting with their GP or Specialist. Patient complaints concerning the conduct of members must be forwarded to the Ethics and Standards Committee of the Acupuncture Society. Practitioners must always give their full attention whilst engaged with a patient and provide safe and suitable treatments to the best of their ability. Practitioners who have doubts about their ability to achieve results in a particular case must refer the patient to a more experienced practitioner or to their GP, whichever is appropriate.

PRACTITIONER/ESTABLISHMENT INTEGRITY AND FINANCIAL OBLIGATIONS TO CLIENTS

It is a requirement of members and the establishments where they are in practice to not overcharge patient clients. They must to give refunds within 2 weeks where a client was not satisfied with a particular treatment or a practitioner, and that patient has made a written/verbal complaint, or where payments have been made in advance for a course of treatment and the patient wishes to cancel.
PROHIBITION OF IMMORAL CONDUCT

Members must not make any sexual passes or comments to patients under their care. In the case of male practitioners treating female patients, the genital area and breasts should always be kept covered, except during an appropriate examination with a female assistant present or with the consent of the patient when such examination is relevant to the treatment of a particular condition. Female practitioners must make sure that male genital areas are kept covered during treatments and also comply with the above requirements. Client dignity and modesty must be observed at all times. Acupuncture Society members must not provide any sexual services to patients or abuse them sexually during or after treatments. Any complaints received from patients will be taken very seriously and will result in expulsion from the Society and may be reported to the Police for further investigation.

CONFIDENTIALITY

The purpose of confidentiality is to enable patients to speak of matters which they might otherwise feel unable to be open about. Within The Acupuncture Society confidentiality applies to patient therapy sessions, consultations and treatment records (unless whilst under investigation by the Ethics and Standards Committee).

DATA PROTECTION ACT

Members must comply with the Data Protection Act see the link below for details


PRACTICE MANAGEMENT/COMMERCIAL ACTIVITIES

Members should keep proper business records and conduct their affairs in a legal and responsible manner. Self-employed practitioners must submit annual accounts to the Tax Office.
ADVERTISING/PROMOTION

Copies of advertisements/promotional material which refer to The Acupuncture Society must be submitted for approval prior to publication. Members cannot officially speak on behalf of The Society unless they are appointed as representatives. Copies of advertisements/promotional material must be kept on file. Care must be taken by members not to make false claims about the success of treatments or to imply that any treatment is a total cure in every case. Please refer to Advertising Standards Authority Guidelines. Unsubstantiated claims cannot be made on your website or promotional material.

Any advertising you undertake in relation to your professional activities must be accurate. Advertisements must not be misleading, false, unfair or exaggerated. You must not claim that your personal skills, equipment or facilities are better than anyone else's.
If you are involved in advertising or promoting any other product or service, you must make sure that you use your knowledge, health care skills, qualifications and experience in an accurate and professionally responsible way. You must not make or support unjustifiable statements relating to particular products or services. Any potential financial rewards to you should be made explicit and play no part at all in your advice or recommendations of products and services that you give to patients, clients and users.

if in doubt check http://www.asa.org.uk/

CRIMINAL RECORD DECLARATION

Your criminal record must be declared on our application form prior to joining the Society and we must be made aware of any new criminal record established after joining the Society

ENGLISH LANGUAGE PROFICIENCY

Members should be of English Language Proficiency Level 7. Where this is not the case a translator with this same level of English language proficiency must be present during all consultations with the patient. Where formal qualifications are lacking such members must apply to the society for an interview with our communications assessment board so that we can establish whether their English language skills are sufficient to enable accurate communication between practitioner and patient.

PROVISION OF TRAINING

Members are required annually to attend CPD seminars, classes and lectures in order to keep up to date with current professional standards and develop their practitioner skills. Members are also expected to keep up to date with new research and developments within the profession and to submit their CPD log (15 hours Minimum annual CPD requirement) with their annual membership renewal:

SKILLS FOR HEALTH COMPETENCE REQUIREMENTS
Follow the link below for Skills for Health Competencies
http://www.acupuncturesociety.org.uk/skills_for_health.html

ACUPUNCTURE SOCIETY CODE OF SAFE PRACTICE
Follow the link below for Acupuncture Society Code of Safe Practice
http://www.acupuncturesociety.org.uk/safe-practice-code/

RECOMMENDED FIRST AID COURSES
Follow the link below for Acupuncture Society recommended First Aid courses
http://www.sja.org.uk/sja/training-courses.aspx

NATIONWIDE SHARPS COLLECTION SERVICE
Follow the link below for Acupuncture Society recommended Sharps Collection Service
http://www.acupuncturesociety.org.uk/sharps_collection.html

CNHC ADVERTISING GUIDELINES
Follow the link below for the CNHC Advertising Guidelines
http://www.acupuncturesociety.org.uk/pdf/advertising6-046.pdf

MACRWG STANDARDS OF PROFICIENCY
Follow the link below for MACRWG Standards of Proficiency
http://www.macrwg.org/html/standards.html
MEMBERSHIP

Membership should be renewed on an annual basis subject to compliance with the Society’s Code of Ethics and Rules and Regulations. Membership can be suspended at any time pending an investigation on conduct matters or due to breaches of the Code of Ethics, Rules and Regulations. Student members are not entitled to practice except whilst undertaking required case studies for a particular course in class or at home. They must have registered as a student members and obtained student insurance cover. They are not allowed to use the Society abbreviations after their names.

The annual membership fees are:

1) Acupuncture and Chinese Herbal Medicine - £100 (includes full body Acupuncture and/or Chinese Herbal Medicine and all TCM auxiliary therapies)

2) Specific use Acupuncture - £75 (includes Specific use Acupuncture and TCM and Oriental massage auxiliary therapies)

- Auricular Acupuncture - £75
- Cosmetic Facial Acupuncture - £75
- Derma Roller Practitioner - £75
- Clinical Acupuncture - £75
- Spinal Acupuncture - £75
- Orthopaedic Acupuncture - £75
- Korean Hand Acupuncture - £75
- Oriental Orthopaedic Therapist - £75

3) Oriental Massage Therapies - £50 (includes Oriental Massage/Healing and auxiliary therapies)

- Meridian Stretch Massage - £50
- Qi Gong - £50
- Korean Hand Massage - £50
- Oriental Diagnosis - £50
- Acupressure/Tuina/Thai/Oriental and Chinese Massage - £50
- Cupping therapy - £50

Practitioners must only apply for membership in therapies for which they are qualified/certified in, and are obliged under our ethical rules to work within their scope of practice and to refer on to a more suitable therapist/doctor when the clients condition is not appropriate for their particular type of treatment.

Student/CCM graduate and Affiliate Membership

Student members are not entitled to practice until they have received their qualification certificate except under supervision or during home case study assignments for which they have arranged student cover. They are not allowed to use the Society Abbreviations until they have been accepted as a practising member & they must have read the Society’s Code of Ethics & Conduct and completed the CCM Student/Graduate membership application form prior to commencement of their particular courses.
Student cover for home assignments can be arranged. Click here for student insurance details (this must be done prior to treating other students on home assignments)

Membership can be suspended at any time pending an investigation on conduct matters or due to breaches of this Ethical Code.

SOCIETY ABBREVIATIONS

• MAcS TCM - Full TCM Member of The Acupuncture Society.
• FAcS - Fellow of The Acupuncture Society.
• MAcS CHM - Member Practitioner of Chinese Herbal Medicine.
• MAcS AU - Auricular Member of The Acupuncture Society.
• MAcS AP - Acupressure Member of The Acupuncture Society.
• MAcS CM - Chinese Massage Member of The Acupuncture Society.
• MAcS CA - Cosmetic Facial Acupuncture Member of The Acupuncture Society.
• MAcS DM - Dermaroller Member of The Acupuncture Society.
• MAcS OA - Orthopaedic Acupuncture Member of The Acupuncture Society.
• MAcS SP - Spinal Acupuncture Member of The Acupuncture Society.
• MAcS CL - Clinical Acupuncture Member of The Acupuncture Society.
• MAcS QG - Qi Gong Member of The Acupuncture Society.
• MAcS KHA - Korean Hand Acupuncture Member of The Acupuncture Society.
• MAcS KHM - Korean Hand Massage Member of The Acupuncture Society.
• MAcS MSM - Meridian Stretch Massage Member of The Acupuncture Society.
• MAcS CP - Cupping Therapy Member of The Acupuncture Society.
• MAcS OD - Oriental Diagnosis Member of The Acupuncture Society.
• MAcS TUI - Tuina Member of The Acupuncture Society.
• MAcS OM - Oriental Massage Member of The Acupuncture Society.
• MAcS OVM - Overseas Oriental Treatment Therapist Member of The Acupuncture Society

DISCIPLINARY PROCEDURES

Members may be called on to attend disciplinary meetings with the Ethics and Standards Committee following a complaint from a patient or another practitioner. The Committee reserves the right to withdraw or suspend membership with immediate effect. Members found in breach of the Society Code of Ethics, Rules and Regulations are subject to immediate suspension pending Committee investigation.

DISCIPLINARY PROCEEDINGS

Follow the link below to view our Disciplinary, Complaints and Appeals Procedures

http://www.acupuncturesociety.org.uk/acupuncture/disciplinary_complaints_procedures.html
ETHICS AND STANDARDS AND DISCIPLINARY COMMITTEE

The current members of the Ethics and Standards and Disciplinary Committee are:

Galina Zangana

Paul Brecher

Amanda Shayle

Kirsten Dhar

Dragomir Lubomirov

Paul Robin

Membership of the Ethics and Standards and Disciplinary Committee to be reviewed annually or pending investigation of a Committee member. The Code of Ethics of the Acupuncture Society may be updated from time to time.

ORIENTAL MASSAGE SAFE PRACTICE STANDARDS (INCLUDING TUINA, THAI, ACUPRESSURE AND CHINESE MASSAGE)

An Oriental Massage Practitioner wishing to become a member of the Acupuncture Society will be able to demonstrate that they:

1. know and comply with the Acupuncture Society’s Code of Professional Conduct and Ethics.
2. keep clear and appropriate records.
3. understand cautionary techniques, and conditions requiring special consideration.
4. can offer appropriate lifestyle recommendations.
5. follow an accurate and appropriate assessment procedure.
6. use appropriate and accurate techniques.
7. can demonstrate reflective practice.
8. are working within the scope of practice of their training.
9. have certificate or diploma qualification recognised by the Acupuncture Society.
10. carry up to date professional indemnity/public liability insurance cover.
11. have a minimum of anatomy and physiology qualification equivalent to the national standard level 3.
12. hold a current first aid certificate.
13. can refer clients to a more appropriate practitioner or a doctor when out of their scope of practice.
14. can refer clients to their GP if any symptoms presented are not understood, are potentially dangerous or may require further investigation or medical treatment.
15. have undertaken the required CPD course hours annually and submitted them on the Society’s Log.