



Code of Behaviour, Moral Principle and Philosophy and Standards of Practice



AUSTRALIAN
PILATES METHOD
ASSOCIATION

THE CODE OF ETHICAL PRACTICE REQUIRES A COMMITMENT AND ADHERENCE TO THE FOLLOWING PRINCIPLES:

- The essential and primary factor in all treatment decisions is the client's well-being.
- Maintain client confidentiality.
- Maintain comprehensive and accurate client records.
- Instruct the client according to competent application of accepted techniques and principles.
- Maintain a commitment to the development of the industry/ profession through attendance at suitable Workshops and Conferences.
- Maintain a supportive and courteous attitude to all professional colleagues and the associated Pilates industry.



This Code of Ethics is to provide guidelines regarding appropriate and expected standards of professional conduct of all APMA Members to preserve and enhance their professional integrity as well as the general reputation of the Pilates industry in Australia.



As such, it is intended to reflect the values of the Association.

The original Code of Ethics has been developed further to embrace the changing values of our society and to inform and guide the decisions and behaviour of all Members as well as those persons associated in the provision of Pilates and related services under the auspices of the Association.

The Code of Ethics is intended as a guide only to provide some assistance with the resolution of any moral and ethical dilemmas arising in the workplace for Pilates Instructors, Practitioners, Teachers or Examiners.

The APMA Regulatory Committee is responsible for overseeing The Code of Ethical Practice and making recommendations to Council for final decisions.

Council reserves the right to review and amend the Code of Ethical Practice, as and when it is deemed necessary.

Explanation of the Principles

- 1.1 Specifically, in the case of rehabilitation, explanation and reasons should be given to the client regarding methods of treatment.
- 1.2 When confidentiality is requested by a client, the Instructor, Practitioner or Teacher should advise the client that details must be brought to the attention of the Studio Owner. Confidentiality is to be maintained between that client and the Instructor/Practitioner/Teacher and Studio Owner.
- 1.3 Client information must be stored in a secure manner to ensure confidentiality.
- 1.4 APMA Studio Owners and APMA Members will at all times conduct their practice in an accepted professional and business manner.
- 1.5 Members will not wilfully misrepresent their qualifications, training or experience.
- 1.6 Members are required to uphold the Constitution, Rules, Regulations and Values of the APMA. If a Member breaches these Rules and Regulations, he/she may be brought before the APMA Regulatory Committee and in serious circumstances may have their Membership revoked.

Propriety

- 2.1 Confidentiality of client information must be observed. Consent must precede information disclosure.
- 2.2 Members will Honour the client's right to personal privacy and modesty.
- 2.3 Members will maintain professional ethical standards and comply with generally accepted standards of professional behaviour.

- 2.4 Members will maintain fair and reasonable business principles for clients.

Competence

- 3.1 Members will employ at all times competent analysis and decision making throughout all sessions, within the scope of their training and knowledge, and will not misrepresent their qualifications, training or experience.
- 3.2 No member shall perform any work or action that contravenes any Australian Federal or State Legislation.
- 3.3 Duty of Care shall be a consideration at all times.

Responsibility

- 4.1 Members are personally responsible for their professional decisions.
- 4.2 Members must give due consideration to the foreseeable consequences of their actions.
- 4.3 Members should have a working knowledge of and practice within the relevant principles of laws and policies that relate to their work.
- 4.4 Support the development and implementation of laws and policies that promote the practice of Movement Therapy.
- 4.5 When working with or for other persons or organisations, Members shall maintain the highest integrity and standard of the profession.

Client – Relationship

- 5.1 APMA Members are required to keep adequate and relevant client records.
- 5.2 Clinical, consulting and evaluative information must be kept confidential and communicated only for professional purposes to persons legitimately involved in the client's case with client consent.
- 5.3 Records must be stored and, where necessary, disposed of in a confidential manner and kept/archived in accordance with Federal and State/Territory Legislation.
- 5.4 When treating minors (under 16 years of age) they must be accompanied for a session by a parent/guardian and or written permission from a parent/guardian.
- 5.5 A Member shall not engage in sexual misconduct or conduct or practices of a sexual nature or offer services that are sexual in nature with a client.
- 5.6 If a Member and consenting client wish to conduct an intimate relationship, that client should be referred to another member for treatment.
- 5.7 If an existing studio client chooses to consult a Member privately, a Member employed by that same studio shall not receive private remuneration from that client outside the scope of their current employment. Upon an individual approach, the employee must advise the Studio owner immediately of such an approach.
- 5.8 Members may not receive remunerations for referring client(s) to other professionals for services.

Professional Conduct

- 6.1 Members will adhere to the Constitution, Code of Ethical Practice and Standards of Practice of the Australian Pilates Method Association.
- 6.2 Members will not publicly criticise other Members in a manner that casts doubt on their professionalism and competence.
- 6.3 Members shall co-operate in any inquiry instituted by the APMA Council or APMA Regulatory Committee over Code of Ethical Practice breaches or any other relevant issue.

Professional Development

- 7.1 Members must undertake Continuing Education Credits (CECs) on a regular basis. 36 CEC points must be accrued over a 3 year period to remain eligible for Membership of the Association.

7.2 Members must maintain current Public Liability and Indemnity Insurance.

7.3 Members must maintain currency at an appropriate level of First Aid Certificate and CPR as determined by Council.

Employer/Employee Relationships

All studio owners who are APMA Members will ensure that any person in their employ:

8.1 Is adequately and appropriately trained/qualified to perform the work required of them.

8.2 Is adequately covered by Professional Indemnity Insurance.

8.3 Is not subjected to harassment, including sexual harassment by the employer, other employees or clients.

8.4 Is employed under such conditions as dictated by Federal & State Legislation.

8.5 Abides by the APMA's Code of Ethical Practice and Standards of Practice where the studio owner is a Member of APMA.

8.6 The employee will not attempt to solicit the custom of any client of the employer.

8.7 If a client expresses the wish to transfer custom from the employer's clinic to the private practice of the employee, the employee/employer must observe transition of business principles.

8.4 The employer must ensure that there is no fraudulent use of Health Fund Provider Numbers.

8.5 Must comply with Occupational Health & Safety Laws and Local Council By-Laws in relation to hygienically maintaining bathroom and toilet and facilities

Advertising

When advertising or making public statements APMA Members:

9.1 Must avoid making statements on behalf of the APMA and ensure that public statements are personal endorsements only.

9.2 Must comply with Association rules when using the Association's Logo.

9.3 Must ensure that all advertising complies with Australian Laws relating to misleading or deceptive conduct and other unfair practices such as discrimination.

STANDARDS OF PRACTICE



- 1. I will ensure quality of service to my clients.**
 - a. I will practise in a competent, caring and responsible manner at all times.
 - b. I will maintain the highest standard of professional conduct and duty of care.
- 2. I will practise within the scope of my expertise and understand my limitations.**
 - a. I will endeavour to keep up to date with current research and its implication for the practice of the Pilates Method.
 - b. I will engage in ongoing education using the guidelines set out by the Association as a minimum.
 - c. I will take responsibility for maintaining my physical, mental and emotional wellbeing and, if I cannot function adequately, to refrain from working and seek professional help where necessary.
- 3. I will keep my client records confidential and up to date at all times.**

Except: In the case of emergency;
If required by law;
Where consent has been given by the client or guardian.

 - a. I will respect my clients' right to confidentiality in verbal matters.
 - b. If someone is injured I will write down all details as soon as possible, including time, date, place, witnesses and why / how the accident occurred. I will keep these records for as long as legally required.
- 4. I will ensure a safe and hygienic working environment for all.**
 - a. I will maintain personal and professional indemnity for self and ensure all employees do the same as appropriate.
 - b. I will ensure all equipment is fully maintained and serviced for hygiene and safety.
 - c. I will advise clients on safety measures in the studio and maintain an orderly working area.
- 5. I will respect the Rights, Dignity and worth of each client.**
 - a. I will demonstrate appropriate cultural sensitivity.
 - b. I will treat everyone equally regardless of sex, ethnic origin, creed or religion.
 - c. I will not exploit my relationship with a client in any way.
- 6. I will show respect to my colleagues and the profession.**
 - a. I will not denigrate my colleagues or others in the health profession.
 - b. I will take care not do anything which is likely to bring the profession into disrepute.
 - c. I will take care that my advertising is not misleading.
 - d. I will not set up a practice within a 500-metre radius of another similar practice.
 - e. I acknowledge that Pilates is complementary to other modes of health care in society and will refer clients on where appropriate.
 - f. I will adhere to the laws of Australia and its States and Territories as regards my legal obligations.
 - g. I will inform the Association by way of formal complaint, if I know of anyone who has breached any of the above code.