



OKSLA EDUCATION ATTENDEE CODE OF CONDUCT

Introduction

The Oklahoma Senior Living Association's (OKSLA) Policy on Education Attendee Code of Conduct

As an attendee participating in one of OKSLA's Conventions/Seminars/Training Courses, OKSLA's Board of Director's has established expectations that avoid the risk of unacceptable behavior at our educational offerings. Our board values integrity, honesty and fairness and strives to integrate these values into our teaching and business activities.

What is a Code of Conduct?

The **Code of Conduct (Code)**, is a shared statement of our commitment to upholding the ethical, professional and legal standards we will use on a daily basis as a long-term care administrator for our daily and long-term decisions and actions.

Why Do We Have the Code of Conduct?

We all must be cognizant of, and comply with, the relevant policies, standards, laws and regulations that guide our work. We are each individually accountable for our own actions and, as a long-term care administrator and/or staff member, are collectively accountable for upholding these standards of behavior and for compliance with all applicable laws and policies.

OKSLA Upholds Standards of Integrity and Quality

The Oklahoma Senior Living Association recognizes that it must earn and maintain a reputation for integrity that includes, but is not limited to, compliance with laws and regulations and its contractual obligations. Even the appearance of misconduct or impropriety can be very damaging to our industry. We strive at all times in our dealings, including business activities, advocacy, and education to maintain the highest standards of quality and integrity. And as such hold our members as well as attendees to an OKSLA sponsored events to these same standards.

Individual Responsibility

To enable all participants to have the same opportunity for a healthy professional community/environment, OKSLA expects that everyone that attends an OKSLA sponsored event has an individual responsibility to act professionally and to treat other attendees in a respectful manner, regardless of their age, gender, ethnicity, race, disability, religion, or sexual identity.

Individuals who behave in a way that undermines such respect at an OKSLA sponsored event will be subject to disciplinary response that may include any or all the following actions, depending on the severity of the incident:

- Official reprimand;
- Temporary or lifetime ban from OKSLA sponsored education, conferences, and events;
- Suspension or revocation of membership;
- Reporting of the behavior to the person's employer, state board or agency, law enforcement or others as appropriate.

Speak Up and Appropriately Report Suspected Violations

Individuals who experience or observe harassment of any kind at an OKSLA sponsored event are encouraged to report the event to the OKSLA Board of Directors or Executive Director. OKSLA has developed professional conduct enforcement procedures to ensure appropriate action against allegations of misconduct, and to assure there are no adverse consequences for the reporting individual(s).

Live Webinar Training

OKSLA is a Certified Sponsor of the National Association of Long-Term Care Administrator Boards (NAB). NAB has specific requirements in place to ensure attendees seeking NAB CEU's are present at NAB approved programs. If the Training program is held via Live Webinar, OKSLA must provide a measure in which we can document that all attendees were present within our Webinar setting. Beginning in 2022, the mechanism we will use to measure engagement is 3 parts. (1) Zoom's Log-In/Log-Out Reports; (2) "Code" Words given during the presentation in which the attendee will provide at the end of the education survey; and (3) Monitor's on the Zoom Webinar. To receive CEU's, participants MUST complete the survey immediately after the education session. After the program is completed, OKSLA staff will audit the reports, the survey; and the monitor's notes. Adjustments will be made accordingly without notification to the attendee.

In-Person Training

OKSLA is a Certified Sponsor of the National Association of Long-Term Care Administrator Boards (NAB). NAB has specific requirements in place to ensure attendees seeking NAB CEU's are present at NAB approved programs. If the Training program is held in-person training, OKSLA must provide a measure in which we can document that all attendees were present at each session. After the program is completed, OKSLA staff will audit the sign-in forms; monitor's notes and completed CEU forms turned in. Adjustments will be made accordingly without notification to the attendee.

Below are the measures that we take and ask of you as a participant:

For Multiple Day/Multiple Track Training

- Fill out your CEU form **completely**. If you turn in a blank form, we will not know whom to report NAB credits.
- Sign-In every morning is required.
- Please see a door monitor at the beginning & end of each session. Your attendance form will need to be “punched” In & Out to verify your attendance at that session.
- At the end of the day, turn in the **“White Copy”**. Be sure it is completely filled out. The “Yellow Copy” can be used for your records.
- Please note that room monitors will be stationed at the entry/exit doors of each session. They have been instructed to adjust your CEU punch forms if you leave your education session.
- If you find that you must leave your current education session, please notify that session’s monitor upon departure **and** return.
- CEU hours will be adjusted for late arrival; early departure; and excessive breaks from education sessions.
- CEU’s will be uploaded to your NAB account within 30 days from the convention.

For Single Day/One Track Training

- Fill out your CEU form **completely**. If you turn in a blank form, we will not know whom to report NAB credits.
- Sign-In the day of the event is required.
- Please see a door monitor at the required session breaks. Your attendance form will need to be “punched” In & Out to verify your attendance at that session. They have been instructed to adjust your CEU punch forms if you leave your education session.
- If you find that you must leave your current education session, please notify that session’s monitor upon departure **and** return.
- CEU hours will be adjusted for late arrival; early departure; and excessive breaks from education sessions.
- CEU’s will be uploaded to your NAB account within 30 days from the convention.

For CEU certificates you may print them from the NAB CEU Registry: www.nabweb.org/ceregistry