



## ARE YOU ETHICALLY AWARE?

Queensland Health enjoys relatively low levels of unethical behaviour. In order to maintain these high standards, the Audit and Operational Review Unit is presenting **Ethical Awareness Information Sessions** across the state  
.....and we are visiting you!

If you are a **line manager**, or have a **supervisory role in the workplace** this session is a must for you. The session runs for approximately 1- 1½ hours and is designed to provide an interesting and worthwhile discussion on the following issues:

- The role of the Audit and Operational Review Unit, with particular emphasis on the Investigations Unit.
- Official misconduct within Queensland Health and specifically, within your District.
- Your obligations to report official misconduct.
- Managing "Whistleblowers".
- How other government agencies such as the Crime and Misconduct Commission, the Queensland Police Service, the Medical Board of Queensland and the Queensland Nursing Council could affect your workplace.
- Consequences of official misconduct in the workplace.
- Strategies to promote ethical behaviour amongst your staff.

**By now, you MUST be interested, so please check the list below to see when we will be in your District.**

- |                      |                                 |
|----------------------|---------------------------------|
| • Gayndah Hospital   | 2pm, Monday 11 October 2004     |
| • Biloela Hospital   | 2pm, Tuesday 12 October 2004    |
| • Gladstone Hospital | 10am, Wednesday 13 October 2004 |
| • Bundaberg Hospital | 10am, Thursday 14 October 2004  |

**For further details on the content of the session please contact Mr Robert Sullivan, A/Principal Internal Auditor (Investigations), Audit and Operational Review Unit, on 323 40529.**



# MEMORANDUM

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**To:** Mr P Leck, Manager, Bundaberg Health Service District.

**From:** Mr M Schafer, Director, Audit and Operational Review

**Contact No:** (07) 323 40835  
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**Subject:** Ethical Awareness Information Sessions

**File Ref:**

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*Protected*

Queensland Health is fortunate enough to enjoy relatively low levels of unethical behaviour. In order to maintain these high standards and to further minimise the risks associated with unethical behaviour, the Audit and Operational Review Unit is developing a training program to proactively target identified problem behaviours by raising staff awareness of the issues associated with unethical behaviour.

The first phase of this training program is the roll-out of Audit's **Ethical Awareness Information Sessions** to every District within Queensland Health.

These sessions are designed to be an interactive and informative workshop, primarily targeted at middle or line managers who have a supervisory role in the workplace. However, as the material contained within the session has relevance to all employees, any officer within the District who has an interest in the session is welcome to attend.

The information session is designed as a forum for attendees to discuss any issues associated with the following structured topic areas:

- The role of the Audit and Operational Review Unit in managing official misconduct and unethical behaviour, with particular emphasis on the activities of the Investigations Unit.
- The management of official misconduct within Queensland Health and the procedures for dealing with complaints involving official misconduct.
- Real-life examples of official misconduct within Queensland Health and scenario based activities.
- The responsibility of individual officers to report official misconduct and the procedures for reporting.
- The management of "Whistleblower" complaints and common issues associated with this process.
- How other government agencies such as the Crime and Misconduct Commission, the Queensland Police Service, the Medical Board of Queensland and the Queensland Nursing Council could affect the workplace.