

Empower - Menopause and Cancer Survivorship Pathway

Code of Conduct

1. **Empower – Menopause and Cancer Survivorship Pathway** is an online interactive group programme for women impacted by menopause following cancer treatment or surgery. Expert contributors will address the physical, emotional, and psychological symptoms of menopause arising from cancer treatment, and you'll also share time with other women with similar experiences for support in smaller breakout peer groups.
2. The interactive peer group element of each session aims to provide an open and safe environment, where participants can come together to join in group discussions following each of the weekly sessions. It is a place for people to share their experiences, feelings, and knowledge with the confidence that everything said is **confidential**.
3. **Confidentiality** is an important part of this group; however, as the facilitator has a duty of care, confidentiality may have to be broken if there is a genuine reason to believe that -
 - your life or mental wellbeing is at risk.
 - someone else's life is at risk.
 - a child is at risk of abuse.

In such exceptional circumstances, your group facilitator will discuss their concerns with you first, if possible. They will then discuss your situation with a member of your healthcare team, or the designated liaison person/s within ARC for vulnerable adults (Linda Houlihan and Yvonne Lucas).

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4. It is of paramount importance that we both respect and protect the safety, privacy, confidentiality, and the comfort of other participants, particularly during the breakout support group sessions where personal stories may be shared. Please ensure that you are in a private room with no-one else present at any point during the sessions. If this is not possible, please use a headset or earphones so that the contributions of other participants will not be overheard by others who are not participating in the course. Unfortunately, it may be necessary to remove a participant from a session, or the course, if this boundary is not respected.
5. Each session will be facilitated by and Yvonne Lucas. Each peer support group will be led by a psychotherapist/psychologist and include a peer lead. The role of the group lead is to ensure the group is a safe space, that each member has time to contribute, and to provide emotional support or follow up as needed. The peer lead is someone who has or is going through similar experiences and is there to share and encourage contribution from members.
6. Participants are asked to arrive on time, or a few minutes early, for each session to enable a smooth introduction to the session and ensure the session runs on time. Due to the busy schedule, we cannot repeat information or introductions for late comers.
7. It is expected that all participants will treat any personal disclosures, sharing or discussion within the group as confidential and that personal or sensitive details shared within the group will not be discussed outside the Group in any way that identifies another individual. This also applies to sharing of information exchanged within the smaller breakout peer groups back to the larger session group.

8. To respect privacy, confidentiality, and the comfort of other participants, the use of mobile phones for any purpose is **not** permitted during sessions. Participants are required to leave the room when their use is necessary during a session.
9. To respect privacy, confidentiality, and the comfort of the presenters and other participants, you will also be asked to ensure the microphone on your access device remains on mute during the sessions, until invited to contribute.
10. Group participants are expected to respect individuality and accept diversity. While everyone's opinion is valued, it is accepted that some participants may not always agree with each other.
11. Since no two people, cancers, or experience of menopause are the same, participants should be aware of each other's feelings and remember that each person in our programme is unique and that each person's experience is equally valid.
12. Participants can contribute to discussions within their levels of comfort, and not feel any pressure to speak. While participants do not interrupt someone when they are speaking, it may be necessary for the facilitator to move the discussion forward at times to facilitate all who wish to contribute within the time available.
13. Should any participant feel they need additional one-to-one support outside of a session, you can contact ARC directly to avail of further help, services and supports. You can also request a follow up from your group lead after the session by putting a request to them privately in the chat. Any personal questions you do not wish to share in the group can be addressed in the same way.
14. If you have any concerns regarding any element of the group discussion, content, or activity, please contact Yvonne Lucas directly at yvonnelucas@arccancersupport.ie
15. Participants are advised to contact their Oncologist, Oncology Nurse, Oncology Social-Worker or GP regarding any medical questions, or queries regarding matters requiring expert or professional advice. It is understood that information provided to you during this programme will not be specific to your individual situation.
16. During sessions, the facilitator may provide information about relevant upcoming ARC events or supports. While participants may verbally exchange relevant information during sessions it is required that participants must have permission from each other to send/forward them information to avoid any uninvited contact.
17. Any sharing of personal contact information for pursual of friendships, relationships, individual or group contact or sharing of information outside of the moderated sessions and groups in the programme, or any other interaction between participants outside of the group, is at the discretion of individual participants and lies outside the responsibility and duty of care of ARC. Any personal information shared outside of the facilitated groups in this programme cannot be taken back into the group for discussion or moderation.
18. If introducing new participants about this Programme after the initial information session, ARC will use this document to inform them of the programme' aim and format.
19. **GDPR Guidelines** and your right to Privacy will be always respected. ARC will not share your personal information (including contact details). Your personal details, information/insight you share before

and during sessions, questionnaires you complete including surveys, will be anonymised before data pertaining to the programme is submitted to the supporting UCD School of Medicine Gynaecological Oncology Research team for evaluation. Only anonymised aggregate data will be shared with any party inside of or outside of ARC, unless we are acting on our duty of care as outlined in point 2 above.

20. The expert content section of each session may be recorded. Questions arising from the presentation element will be moderated by the session lead, so that whilst questions may be addressed, the privacy of the individual asking the question will be protected.
21. Recorded sessions (as above) will be shared with participants after the session.
22. The smaller support group discussions in each session will not be recorded.
23. Recording by participants (in any format) of any element of each session is not strictly not permissible and will result in immediate removal from the group and programme.
24. ARC may add to or amend the content of this code of conduct at any time should the need arise. If participants feel additional elements should be included or addressed at any point during the programme, please contact Yvonne Lucas directly at yvonnelucas@arccancersupport.ie.
25. Participants should sign/date this document to confirm their agreement to the Code of Conduct. For Online Group Sessions where this document is furnished to you in advance of session, your attendance assumes agreement.

Name (PRINT):

Signature:

Date: / /

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