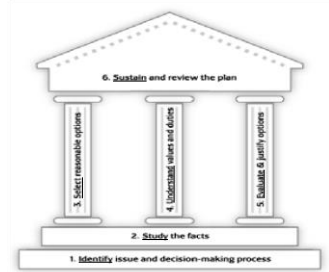


ISSUES Ethics Decision-Making Worksheet

This tool is designed to guide individuals and teams to engage in rigorous and reflective decision-making when facing ethical issues. Ethical decision-making is not linear; you may revisit earlier steps as the process unfolds.



ISSUES: Identify, Study, Select, Understand, Evaluate, Sustain

1. Identify issue and decision-making process:

- What is the ethical issue/dilemma/conflict as you see it?
- Reflect on: What is your gut reaction to the situation? What are your feelings? Where do these responses come from?
- Who is impacted by the situation? How can all stakeholders be engaged?

2. Study the Facts:

- Gather information about the situation from a variety of stakeholders.
- Be inclusive of multiple perspectives, including patients and families, if possible
- Ensure everyone has a voice. Be aware of differences in power.

<p>Evidence-Informed Practice: <i>(Consider: history of the issue; risks, benefits; best practices; past cases; literature)</i></p>	<p>Stakeholder Perspectives: <i>(Consider the interests/concerns of: patient/family; staff/physicians; community/partners; etc.)</i></p>
<p>Resource Implications: <i>(Consider: Impact on human/financial resources, quality or access to care/services.)</i></p>	<p>Contextual Factors: <i>(Consider: legal requirements; hospital policy; cultural issues; external directives; systems issues)</i></p>

3. Select Reasonable Options:

- Based on the facts gathered, what are the realistic options? (look for more than two)

Option 1:

Option 2:

Option 3:

4. Understand Values and Duties:

- What principles, duties and values are relevant to the situation (see list below)?
- What are the legal requirements, professional standards and policies?
- Are key values, duties, principles or standards in conflict?

Relevant Values and Duties:

HHS Mission, Vision & Values; Legislation; Policies; Utility & Justice; Veracity & Transparency; Physical & Psychological Safety; Confidentiality & Privacy; Relationships & Teamwork; Respect for Diversity, Equity & Inclusion; Capacity; Autonomy; Best Interests; Do Good and Reduce Harm; Promote Individual and Population Health; Evidence Base Practice; Professional Ethics.

5. Evaluate & Justify Options:

- What are the possible harms/benefits of various options to different stakeholders?
- Choose the option with best alignment with duties, principles and values.
- State clear reasons for your choice; anticipate questions and criticisms.

Pros/Cons of Option 1:

Pros/Cons of Option 2:

Pros/Cons of Option 3:

6. Sustain & Review the Plan:

- Identify how best to implement, communicate and document the decision.
- Reflect on the decision and the process. What worked well? What lessons can be learned? How can these lessons be shared? Is there a quality improvement opportunity?
- Does this situation point to a systemic issue, such as a policy gap? How might it be addressed?