**ETHICAL DECISION MAKING WORKSHEET**

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| **Employee Name:** | **Job Title:** |
| **Date:** |
| ***Y – YOU O – OBSERVE D – DELIBERATE A – ACT*** |
| ***OBSERVE*** |
| **Step One:** **Identify the Probelm** | What is causing the qualm, uneasiness, apprehension and/or moral concern?How much time is there to arrive at a decision? What, if any, are the fiancial contraints to the decision?Who are the legitimate stakeholders, and what does each have at stake?Collect comprehensive data regarding the issue from many sources including the following:* Identify risk and safety isssues – whom, nature, degree, urgency
* Relevant laws, regulations, policies and/or guidelines
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| **Step Two: Acknowledge Feelings** | What are the ‘gut’ reactions, biases and/or loyalties about the issue? |
| **Step Three:** **Gather the Facts***\* Legal information is not the same as legal advice, where legal advice is the application of law to an individual’s specific circumstances.* *We recommend that you consult a lawyer if you want professional legal advice in a subject area that is appropriate to your particular situation.* | What are the ethically relevant considerations and evidence?Have all the relevant perspectives been obtained? Who else do we need involved in this decision-making process?How do the institution’s policies, mission and core values inform this process? What does the relevant law inform this situation?\*What do the relevant college regulations/ standards of practice & codes of ethics say? |
| ***DELIBERATE*** |
| **Step Four: Consider Alternatives***Explore the potential alternatives.**Consider short and long term consequences, and the benefit/harm/ risk associated with each.* | What are the Goals of Care? What are possible alternatives? What are the benefits/ risks of each, short and long term?Option 1:Option 2:Option 3:Option 4: |
| **Step Five:** **Examine Values***What are the preferences of the person (or the people) receiving care?* *Are other values relevant?**Which of the values conflict?**How do the values of the organization inform the ethical issue?* | Values: Details (if necessary):  |
| **Step Six:****Examine Alternatives***Ethical decision-making is based on the following guiding principles, that include but not limited to, autonomy; veracity; non-maleficence; beneficence; confidentiality; justice; and role-fidelity.**Which principles are operative in this case? Refer to Corporate / Clinical Governance Policy for detailed explanations of each principle.**Evaluate the alternatives in terms of values, principles and probing questions.**What alternatives are excluded?* | What choice is most justifiable by appealing to universal values and ethical principles, rather than personal preferences? |
| **ACT** |
| **Step Seven:****Articulate the Decision** | Who is most appropriate to implement the choices arrived at?When is the best time to implement the decision (consider risk and safety)?When do you expect to see results?Document the Action Steps/Plan:What? When? Who? |
| **Step Eight:****Implement the Plan** | How should the decision be communicated? Who needs to know it?How best should we document the process?What follow-up is necessary?Concuding review: what are the feelings of those involved? |