



This worksheet is designed as a tool to guide you through the process in dealing with an ethical issue.

STEP 1: INFORMATION GATHERING & DESCRIBE SITUATION

A) Gather information/facts on the case:

Consider:

- Re-state the details of the case
- What are the main issues or areas of concern/tension?
- Who are the individuals involved/who else needs to be involved?
- How does the client's history/prognosis affect this case?
- Are there other factors to consider, including company policies, directives and regulation?

B) Describe the different emotions:

Consider:

The emotions of:

1) the client, 2) family/others and 3) You

Examine the emotional factors influencing each individual: ✓ existing feelings ✓ loyalties ✓ values ✓ biases ✓ prior experiences

Ask yourself:

- How do I feel about this particular client/family?
- How are my life experiences influencing my reaction?
- What are the family/cultural/societal traditions and customs that are influencing my reaction?

C) Identify ethical issues: (i.e. what ethical principles are in conflict?)

Principle	Explain the Issue

Consider:

What ethical principles are involved?

- o Fairness;
- o Equity;
- o Transparency
- o Consideration
- o Confidentiality
- o Resident autonomy
- o Risk related
- o Safety.

Consider:

Given all the information that you have, **choose the best option available:**

- Develop an action plan
- Present your suggested alternative and action plan to the client and those involved in such a way that it allows them to accept the plan
- Re-examine the alternatives if other factors come to light, if the situation changes, or if an agreement cannot be reached

Refer to **Cor** further detail

- Determine when to evaluate the plan
- Document and communicate the plan

STEP 2: EXPLORE OPTIONS & ANALYSE

D) Explore options and consider their strengths and weaknesses:

Option	Strengths	Weaknesses

Consider:

- What was the outcome of the plan?
- Are changes necessary?
- Document the evaluation

Consider:

Brainstorm & discuss options either alone or with peers. Remember to:

- Be creative and use your imagination
- Consider a compromise
- Predict the outcomes for each alternative
- Question whether the alternative fits with the client/family values
- Question whether the alternative meets the company policies, directives and regulations

Seek help if necessary and consult with the person you report to.

STEP 3: ACT ON YOUR DECISION & EVALUATE

making process:

E) Develop an action plan:
(Note: the actual plan should be documented in the chart)

F) Evaluate the plan:

G) Self-evaluate your decision:

Ethical Decision Making Process

- Identify the facts.
 - What is known, versus what is not known?
 - Consider thoughts, emotions and cultural traditions that may influence how one responds to a given situation.
- Determine the ethical principles in conflict
 - This will assist in clarifying the issues.
- Explore the options.
 - Consider the Strengths and Weakness of various options.
- Act on the decision and evaluate.
 - Develop an action plan
 - Evaluate the plan
 - Self evaluate your decision
 - Should the decision be revisited?