

Ethical Decision Making Worksheet (Y-O-D-A)

YOU – You are a moral agent, and ethical reflection is *your* responsibility

O – Observe

D – Deliberate

A – Act

OBSERVE

STEP ONE: IDENTIFY THE PROBLEM

What is causing the qualm, uneasiness, apprehension, and moral concern?

How much time is there to arrive at a decision? What are the financial constraints on 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 issues – whom, nature, degree, urgency
- Relevant laws, policies or guidelines
- Other? _____

<p>STEP TWO: ACKNOWLEDGE FEELINGS</p>	<p>What are the intuitions about the issue? What are the “gut” reaction, biases and/or loyalties?</p> <hr/> <hr/> <hr/>
<p>STEP THREE: GATHER THE FACTS</p> <p><i>* 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.</i></p>	<p>What are the ethically relevant considerations and evidence?</p> <hr/> <hr/> <hr/> <p>Have all the relevant perspectives been obtained? Who else do we need involved in this decision-making process?</p> <hr/> <hr/> <hr/> <p>How do the institution’s policies, mission and core values inform this process? What does the relevant law inform this situation?*</p> <hr/> <hr/> <hr/> <p>What do the relevant college regulations/ standards of practice & codes of ethics say?</p> <hr/> <hr/> <hr/>

DELIBERATE	
<p>STEP FOUR: CONSIDER ALTERNATIVES</p> <p><i>Explore the potential alternatives</i></p> <p><i>Consider short and long term consequences, and the benefit/harm/ risk associated with each</i></p>	<p>What are possible alternatives? What are the benefits/ risks of each, short and long-term?</p> <p>Option 1</p> <hr/> <hr/> <hr/> <p>Option 2</p> <hr/> <hr/> <hr/> <p>Option 3</p> <hr/> <hr/> <hr/> <p>Option 4</p> <hr/> <hr/> <hr/>

<p>STEP FIVE: EXAMINE VALUES</p> <p><i>What are the preferences of the person (or the people) receiving care? Are other values relevant? Which of the values conflict?</i></p> <p><i>How do the values of the organization inform the ethical issue?</i></p>	<table border="1"> <thead> <tr> <th data-bbox="451 147 769 289">Values:</th> <th data-bbox="769 147 1498 289">Details (if necessary):</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Values:	Details (if necessary):																				
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<p>STEP SIX: EXAMINE ALTERNATIVES</p> <p><i>Which principles are operative in this case? Refer to the Health Ethics Guide for detailed explanations of each principle.</i></p> <p><i>Evaluate the alternatives in terms of values, principles and probing questions. What alternatives are excluded?</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Principle of Totality <input type="checkbox"/> Principle of Double Effect <input type="checkbox"/> Principle of Proportionality <input type="checkbox"/> Principle of Legitimate Cooperation <input type="checkbox"/> Principle of Subsidiarity <input type="checkbox"/> Principle of Informed Choice <input type="checkbox"/> Principle of Confidentiality <p>What choice is most justifiable by appealing to universal values and ethical principles, rather than personal preferences?</p> <hr/> <hr/> <hr/> <hr/> <hr/>																						
<p>ACT</p>																							

**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?
1			
2			
3			
4			

**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?

STEP NINE: CONCLUDING REVIEW	Are there other consequences that were unforeseen, and were new difficulties created?
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	Were the effects those that were expected and, specifically, did the decision resolve the dilemma that one was faced with?
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Is there a need to modify current policies/procedures/guidelines in order to prevent a recurrence in future?	
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Would it be desirable and prudent to conduct either an Operational Debrief and/or an Emotional Debrief Session?	
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For further assistance with analyzing and effectively addressing any ethical dilemma, please don't hesitate to contact our Staff Bioethicist, Steve Abdool PhD, at ext. 33866, or have him paged if urgent or after hours.