

## Ethical Decision Making Checklist

The Checklist is based on Fair Process Principles (Accountability for Reasonableness) and considers procedural fairness and justice during the decision-making process. The Checklist can be used separately, but it is imbedded within the IDEA<sup>1</sup>: Ethical Decision-Making Guide, which allows for an ethical analysis based on values and principles leading to evidence informed decisions.

No.:	Conditions:	Condition Met:	Condition Unmet:
1	<b>Empowerment:</b> Have there been efforts to minimize power differences in the decision-making context and to optimize effective opportunities for participation? <sup>2</sup>		
	<ul style="list-style-type: none"> <li>• Have relevant stakeholders been included and provided with an opportunity to participate, reflect and engage?</li> <li>• Have concerns about power imbalances (real or perceived) been addressed?</li> <li>• Have concerns about cultural safety been addressed?</li> </ul>		
2	<b>Publicity:</b> Are the process, decisions and their rationales transparent and accessible to the relevant public/stakeholders? <sup>3</sup>		
	<ul style="list-style-type: none"> <li>• Has the decision making process been transparent and accessible to the stakeholders?</li> <li>• Have concerns about fairness/justice been addressed?</li> <li>• Has a conflict of interest or a personal bias/issue of conscience been declared?</li> </ul>		
3	<b>Relevance:</b> Have decisions been made on the basis of reasons (i.e., evidence, principles and arguments) that “fair-minded” people can agree are relevant under the circumstances? <sup>4</sup>		
	<ul style="list-style-type: none"> <li>• Have the discussions been based on facts, principles, legislation, and/or evidence?</li> <li>• Have reasonable efforts been made to gather contextually relevant facts?</li> <li>• Has a cost/benefit analysis or a harm/benefit analysis been completed?</li> <li>• Is the decision evidence-informed with a publically defensible rationale?</li> <li>• Is the decision the most ethically justifiable when considering the organization’s mission, vision and values?</li> <li>• Is there consensus on this decision and are we comfortable with it?</li> </ul>		
4	<b>Revisions &amp; Appeals:</b> Have there been opportunities to revisit and revise decisions in light of further evidence or arguments and is there a mechanism to challenge and contest the decision? <sup>4</sup>		
	<ul style="list-style-type: none"> <li>• Is there a process to re-evaluate the decision?</li> <li>• Is there a process to resolve a contested decision?</li> </ul>		
5	<b>Compliance (Enforcement):</b> Has there been a review process to ensure that the other four conditions have been met, as part of evaluation and continuous improvement? <sup>3,4</sup>		
	<ul style="list-style-type: none"> <li>• Have the other four conditions been met throughout the decision making process?</li> <li>• If not, are we able to articulate good reasons to our stakeholders?</li> </ul>		

<sup>1</sup> The IDEA: Ethical Decision-Making Framework was developed by the Regional Ethics Program based at The Credit Valley Hospital and Trillium Health Centre. Modified and used with permission from Dianne Godkin, RN, PhD, March 22, 2012.

<sup>2</sup> Gibson, J. L., Martin, D. K., & Singer, P. A. (2005). Priority setting in hospitals: Fairness, inclusiveness, and the problem of institutional power differences. *Social Science & Medicine*, 61, 2355-2362.

<sup>3</sup> Gibson, J., Mitton, C., & DuBois-Wing, G. (2011). Priority Setting in Ontario's LHINs: Ethics and Economics in Action. *Healthcare Quarterly*, 14(4), 35-46.

<sup>4</sup> Daniels, N., & Sabin, J. (2002). Setting limits fairly: Can we learn to share scarce resources? *Oxford: Oxford University Press*.