

Define the problem

- What are the facts? List the events leading up to this point
- Cite policies, values, standards of practice legislation, evidence that may be relevant
- Consider known patient prior wishes, advance directives
- Define stakeholder group
- Are there individual feelings or bias?

Establish the criteria

- What is the ethical question?
- Who needs to be involved in the decision?
- Who owns the decision?

Consider all the options

- Brainstorm possible options using the ethical principles. Consider the risks and benefits of each

Identify the best alternative

- Why is this option the best alternative?

Develop & implement plan of action

- Who needs to act?
- Who needs to hear the decision?
- Who needs to communicate the decision? To whom?
- Document the decision and interventions

Evaluate & monitor the solution

- If necessary, revisit the decision in the face of new facts, policies, clarification of values and consultation with other stakeholders
- Debrief— how does the team feel afterwards?
- Encourage consult with Ethics Committee even after the discussion has happened