LUMA CARE

MANUAL: BOARD POLICY MANUAL	INDEX I.D.: A.11
SECTION: GENERAL	PAGE NO. 1 of 3
TITLE: ETHICS	ORIGINAL: JANUARY 26, 2017
APPROVAL: *David Macari* **BOARD CHAIR**	

A.11.1. Policy Statement

Lumacare is invested in ensuring that we do the right thing, the right way.

We hold ourselves to the highest professional standards of moral principles in our decision making. When we find ourselves in circumstances where two or more of our moral values are in conflict, we are committed to careful consideration of the dilemma, evaluating the impact of our decisions, before taking action.

The Vice-Chair of the Board of Directors and the Chair of the Board Stewardship Committee is available to Lumacare staff to provide leadership direction and support in reviewing more complex ethical dilemmas. The Vice-Chair of the Board ensures ethical dilemmas and decisions made by the staff, related to ethics, are reported to the Board of Directors where appropriate to do so. Additionally, the Vice-Chair of the Board is responsible for ensuring that the Board of Directors utilizes the Lumacare Ethics framework as a model to explore ethical dilemmas and decision making amongst the Board.

A.11.2. Purpose

This policy serves to guide the process by which ethical dilemmas are reviewed and resolved. When presented with difficult moral decisions, wherein two or more values are in conflict, this policy guides the Lumacare Board Members on the steps involved in ensuring a comprehensively considered course of action.

A.11.3. Scope

This policy applies to all Board Members, ex officio Board Members, and non-Board members of committees.

A.11.4. Procedure

1. When a Board Member is facing an ethical issue (see ethical issues defined in Glossary of Terms), they are to engage the Board Vice-Chair for guidance. Where appropriate, an ad hoc sub-committee may be convened to review the issue.

2. The Board Vice-Chair will work with the reporting party and the ad hoc subcommittee, should one be needed, to discuss the issue using the IDEA framework for ethical decision-making (adapted from the Joint Centre for Bioethics, University of Toronto, Community Ethics Toolkit). Using the worksheets included in appendix A, the Board will follow a four step process for considering the ethical issue:

   a. **I**dentify the facts
   b. **D**etermine the ethical principles in conflict
   c. **E**xplore the options
   d. **A**ct on the decision and evaluate.

3. Once the Vice Chair, and where applicable, the ad hoc subcommittee has reflected on the ethical issue employing the IDEA framework, they will make recommendations to the Board Chair for the appropriate course of action. In circumstances where the committee is not aligned, or where the Board Chair does not support the committee's recommendations, the Chair may elect to consult an external bio ethicist for support.

4. With all factors considered, the Board Chair will make a final decision on the course of action and relevant parties are informed.

5. **All issues reviewed by the Board Vice-Chair or, where applicable, an ad hoc subcommittee, will be reviewed and evaluated after the course of action is implemented to determine any key learnings.**

A.11.4.1. Roles and Responsibilities

Board Members:
- To hold themselves and each other to the highest standards of ethical professionalism.
- To uphold the values and principles articulated in Lumacare's Code of Conduct (policy A.1) and the Client Bill of Rights (policy G.9).
- To identify potential ethical dilemmas, and to report it to the Board Vice-Chair. For a Board Member, this will generally start as a feeling. If something doesn't "feel right", the Board Member should escalate that to the Vice-Chair to discuss.
- To champion and support decisions resulting from the IDEA framework review.

Board Vice-Chair/Chair of Stewardship Committee:
- Act as a guiding resource to Lumacare employees and members of the Ethics Committee to discuss ethical dilemmas.
- To ensure Lumacare's ethics framework is utilized when the Board is facing ethical issues. To facilitate Board discussions using the ethics framework.

- To support Board Members in addressing ethical issues.
- To provide written recommendations to the Board Chair following the exploration of an ethical dilemma, using the IDEA framework.

A.11.5. Glossary of Terms

Ethics: Moral principles that govern a person or group's behaviour.

Ethical Dilemma: A complex situation in which two moral values are in conflict with one another, where to satisfy one moral imperative would mean to betray the other.

A.11.6. Related Policies

Board Policy Manual:

A.1   Code of Conduct
A.2   Confidentiality

Lumacare Policy and Procedure Manual

G.7   Ethics
G.9   Clients Bill of Rights

A.11.7. References

Community Ethics Network, Community Ethics Toolkit, jcb.utoronto.ca, accessed December 9, 2014.

Southlake Regional Health Centre, Ethics website, accessed December 10, 2014.

Trillium Health Centre, IDEA 1, Ethical Decision Making Guide and Worksheets, accessed December 10, 2014.

Appendix

Ethics Worksheet, IDEA framework

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ETHICS WORKSHEET: IDEA FRAMEWORK

Date: _____

Completed By: _____

Reviewed By: _____

Step One: IDENTIFY THE FACTS		
	What is the presenting ethical issue?	
	What are the relevant medical or other indications?	
	What are the client's preferences?	
	Are there any other contextual factors?	
	What values are in conflict?	
	What are the risks?	
	What is the evidence?	
	What is the ethical dilemma?	

ETHICS WORKSHEET: IDEA FRAMEWORK

Step Two: DETERMINE THE ETHICAL PRINCIPLES IN CONFLICT	What are the ethical principles in conflict?	
	What is the relevance of each principle to this ethical issue?	
	Have perspectives of relevant stakeholders been considered?	
	Are there any other factors that need to be considered?	
	What are the criteria for decision making that will be used?	

ETHICS WORKSHEET: IDEA FRAMEWORK

	OPTION ONE	OPTION TWO	OPTION THREE
Step Three: EXPLORE THE OPTIONS	*Describe the option*	*Describe the Option*	*Describe the Option*
	☐ Consistent with Lumacare mission, vision, values and code of conduct?	☐ Consistent with Lumacare mission, vision, values and code of conduct?	☐ Consistent with Lumacare mission, vision, values and code of conduct?
	Benefits/Strengths:	**Benefits/Strengths:**	**Benefits/Strengths:**
	Limitations/Weaknesses:	**Limitations/Weaknesses:**	**Limitations/Weaknesses:**
	Meets Decision Criteria? ☐ ☐ ☐ ☐ ☐	**Meets Decision Criteria?** ☐ ☐ ☐ ☐ ☐	**Meets Decision Criteria?** ☐ ☐ ☐ ☐ ☐
	Recommended for Action? Yes ☐ No ☐	**Recommended for Action?** Yes ☐ No ☐	**Recommended for Action?** Yes ☐ No ☐

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ETHICS WORKSHEET: IDEA FRAMEWORK

Step Four: ACT	What will be implemented?	
	Who will implement it?	
	Steps to implement?	
	Timing for Implementation?	
	Documentation/ Communication	
	Process meets decision making criteria?	Yes ☐ No ☐ If not, why not?
	Process is consistent with Lumacare mission, vision, values and code of conduct?	Yes ☐ No ☐ If not, why not?
	How, when and by whom will the action be evaluated?	
	Gut Check: How does the committee FEEL about this plan?	