Integrated Ethics Program: Status Check and Planning Tool

This assessment tool is designed for use by IE Councils to perform a high-level assessment on an annual or otherwise basis for the purpose of understanding how the IE program has been working over the past fiscal year, to identify areas that may need improvement and to plan future actions and identify priorities. The four sets of questions match the four IE Program areas found in the IE Facility Workbook. Its use is optional but can support, for example:

- Comprehensive quality improvement of key IE structures and processes using data from IE Facility Workbook and IE Staff Survey
- Briefings of senior IE and/or facility leadership
- Orientation of new leaders to the current “state of IE” in the facility

To complete this tool, the IEPO should enlist IE Council members to accurately respond to each question. The IE Council or a subgroup can review responses to identify improvement areas, prioritize them and recommend actions.

Questions for the IE Council to Consider

Questions for the IE Program Officer regarding the Overall Program:
- Do facility staff members know about the IE program and how to use it?
- What is our IE Council doing to ensure that ethics problems across the facility are effectively addressed?
- Have we initiated quality improvement activities in response to information from the IESS and IE Facility Workbook?
- What problems are we encountering in meeting IE program metrics?
- Do we have enough staff or staff time to perform the work of IE?

Questions for the Ethics Consultation (EC) Coordinator:
- How do we know that the ethics consultation service is providing quality service and satisfying its users?
- Is our EC service fully using the CASES approach to perform ethics consultations?
- How are ethics consultants selected, and what investment are we making in their professional development?
- Do we have confidence in their ability to do the job?
- What are we doing to ensure that all areas of the facility have adequate assistance with ethics concerns, including those areas in the facility that never request assistance?
**Questions for the Preventive Ethics (PE) Coordinators:**

- What impact are PE ISSUES cycles having on the broader facility? How do we know?
- Is the PE team well-prepared to do ISSUES cycles?
- Are the changes that have resulted from PE cycles continuing to have a positive impact?

**Questions for Leaders to ask Themselves regarding Ethical Leadership:**

- What impact is the IE program having on the facility? How do we know?
- What personal actions have I/we exhibited that demonstrate commitment to ethics?
- How do actions in leadership groups, meetings, and processes demonstrate ethical leadership principles?
- Have I/we asked attendees of town meetings or staff “in the halls” to comment on their perceptions of the ethical environment?
- How are we supporting the ethics culture and ethical behaviours?

**Action Planning**

Once you have responded to the questions, complete this action plan to identify opportunities for improvement. To gain the maximum benefit, you should prioritize and execute those action steps that are critical for IE program development in the next fiscal year. To monitor progress, repeat this exercise annually to help you assess whether you have achieved your improvement objectives and are identifying new areas for future attention.

**Steps:**

1. Based on your responses, choose and complete actions that you can realistically accomplish in the coming year.
2. With each chosen action, identify several concrete steps you will take to improve your IE Program and thereby improve your facility’s ethical environment. Leave a little room after each action step so you can record who will be responsible for the action (and by when) in the follow-up discussion.