Preventive Ethics Coordinator Training Tools and Hand-off Guide

Congratulations on your appointment to the role of Preventive Ethics Coordinator (PEC) and welcome to the IE team! As an IE team member, you will be joining VHA’s cutting edge efforts to move ethics into the organizational mainstream and to coordinate ethics-related activities throughout the facility.

The aim of preventive ethics (PE) in health care is to produce measurable improvements in ethics practices by implementing systems-level changes to reduce gaps in ethics quality. As coordinator of the preventive ethics function in your facility, your role is to lead efforts to improve health care quality by identifying, prioritizing, and addressing ethical issues on a systems level. You’re also a core member of the facility’s IE Council. If you are looking for more information about your specific role and responsibilities, see item 3.a. below.

This document is designed to assist with the transition into your new role. As the new PE Coordinator, you will want to review the following training tools and IE program elements or processes and work closely with your outgoing predecessor as well as with other IE staff (primarily the IE Program Officer and Ethics Consultation Coordinator). If your predecessor is unavailable, work with your IE Program Officer to locate another PE Coordinator in your VISN to orient you to your new role as this should make the process much easier.

The organization of this guide is in two parts. The first part outlines specific training tools that you will use as the PEC. The second part outlines specific information you will need to continue the work required of the Preventive Ethics (PE) Program.

Part I – Training Tools

1. **Website** (located on the VA intranet)

   The following is a brief orientation to the website. On the right-hand side, in the box labeled “In the Spotlight,” is the listing of the latest information available and a link to the IE VISN and Facility SharePoint Site where you can view and share locally produced IE documents with your peers in other VISN’s or facilities. The PE ISSUES Storyboards List will be especially helpful: [http://vaww.infoshare.va.gov/sites/IntegratedEthics/default.aspx](http://vaww.infoshare.va.gov/sites/IntegratedEthics/default.aspx)

   The left hand side has several rich categories to explore when looking for information about the National Center for Ethics in Health Care, policies, publications and other activities to enhance your understanding about ethics in health care.

   The Preventive Ethics page is located here: [http://vaww.ethics.va.gov/integratedethics/pec.asp](http://vaww.ethics.va.gov/integratedethics/pec.asp)

2. **Listserv**
   The next step is to register for the IE listserv so you can get information updates and call reminders. You can register by using this link: [http://vaww.ethics.va.gov/integratedethics/regindex.asp](http://vaww.ethics.va.gov/integratedethics/regindex.asp).
3. Materials
To fully understand the IE program, all function training materials can be found on the website at the following link: http://vaww.ethics.va.gov/integratedethics/iepo.asp.

a. PE Toolkit – Ask your IEPO for the blue 3-ring binder or download from the website. Pages 2.5 - 2.11 specifically address the PEC role and responsibilities. http://vaww.ethics.va.gov/integratedethics/PECtools.asp

b. PE Primer – This core document outlines the PE quality improvement approach in VHA and is required reading for the PE Coordinator. It is suggested that new PEC’s read and become familiar with the Ethics Consultation (EC) and Ethical Leadership (EL) Primers.

c. PE Video – This is a fun video that accurately portrays a PE team in action and should be viewed by all PEC’s. It is also suggested that new PEC’s view the PE and EL videos.

d. IE Monograph – This explains the full IntegratedEthics program.

e. Online Learning Modules - The seven IntegratedEthics online learning modules are independent study resources for key domains of ethics in health care; each module takes about 20-30 minutes to complete. To locate the modules in LMS, simply type “IntegratedEthics” in the search catalog box. It is suggested that PEC’s complete the Preventive Ethics module. You can obtain credit by self-certifying completion of the primer, video and online module training while in LMS. http://vaww.ethics.va.gov/integratedethics/onlinemodules.asp

4. IE Program Reporting
Each facility and VISN is required to report achievement in each quarter toward the IE quarterly programmatic achievement goals. The VISN IE Point of Contact (POC) typically manages this process for each VISN. Achievement of all required elements (including Ethics Consultation, Preventive Ethics and Ethical Leadership) is due as of the close of Q4 including submission of completed documents (Eg., Facility Workbooks and PE Storyboards). Each quarter, the VISN IE POC should send Instructions for Facility Reporting to the facility IE Program Officer who will work with you to complete the worksheet, documents and surveys as required. The IEPO returns the completed form and any additional required documents to the VISN IE POC and will directly upload completed PE Storyboards to the VISN and Facility IE SharePoint Site. The IE Performance Measure Technical Manual and other useful information is available at the following link: http://vaww.ethics.va.gov/integratedethics/ieprogrpt.asp

5. Monthly Calls
For ongoing support of the program there are monthly calls for each function within the IE Program. The PE call is typically the second Monday of the month. The schedule and summaries of all the calls are available on the IE website: http://vaww.ethics.va.gov/docs/integratedethics/IntegratedEthics_TA_Call_Schedule_20091009.pdf.

Locate the “PEC Orientation” call and, if possible, arrange your schedule to attend or look at current and/or past summaries posted on the Improvement Forum Call Summary page.

6. Individual Support
For individual support, you may contact the Preventive Ethics Advisor readily available through email or phone, and can be found through this link: http://vaww.ethics.va.gov/docs/integratedethics/IE_Field_Contact_Guide_20090707.pdf.

Part II – Hand-off Guide and Organizer for Facility Preventive Ethics Program

As the new PE Coordinator, you will want to review the following IE program elements or processes by working with your outgoing predecessor (ideally) as well as with current IE program staff (primarily, the IEPO and ECC). You may find the organizing table below helpful in tracking status.

1. PE Team Meeting Schedule and Location
   a. Agenda planning
   b. Structure for meetings
   c. Education activities

2. What Projects Have Been Completed in the Last Year?
   a. Any further action required on these projects?
   b. Results from the projects

3. What Projects are Currently in Process?
   a. Names of projects
   b. Step within cycle and current assigned actions

4. Reporting Process to IntegratedEthics Council and/or IEPO
   a. Reporting frequency
   b. Report format

5. Integrated Ethics Staff Survey
   a. Findings from the survey
   b. Process for data extraction and analyzing data

6. Facility Workbook
   a. Current findings
   b. Future plans to address

7. Policy Review
   a. Process
   b. Current status

8. Joint Commission
   a. Role
   b. Current status

9. IE VISN and Facility SharePoint Site
   a. Local PE Documents
   b. PE ISSUES Storyboards

10. Performance Measures
a. Reporting process  
b. Progress towards meeting this year's PE measure  

11. Identify your VISN POC. To access this information, visit this link:  

| Organizer |
|------------------|-----------------|-----------------|
| IE Program Element/Process | Current Status | Next Steps |
| PE Team Meeting Schedule and Location | | |
| Current Projects | | |
| Reporting Process to IEC and/or IEPO | | |
| Integrated Ethics Staff Survey | | |
| Facility Workbook | | |
| Policy Review | | |
| Joint Commission | | |
| IE VISN and Facility SharePoint Site | | |
| Program Reporting | | |