

## REFLECTION TOOL FOR ORGANIZATIONAL DECISION-MAKING

### Gather

1. Have we brought all relevant voices to the table and considered the needs and interests of both internal and external stakeholders (e.g., patients, families, staff, etc.)?

YES  NO  PARTIALLY  N/A

**Comments:**

2. Are we working from the same mutually acknowledged information and facts, as well as the same understanding of the needs and interests of stakeholders?

YES  NO  PARTIALLY  N/A

**Comments:**

3. Did our decision-making consider all potentially relevant values and principles, including institutional mission, values and policies, ethical principles, legal duties, professional/college requirements, patient- and family-centred care, and health equity?

YES  NO  PARTIALLY  N/A

**Comments:**

### Refine

4. Before adopting an option, did we do our best to explore all viable options and alternatives and to weigh the positive and negative aspects of each option?

YES  NO  PARTIALLY  N/A

**Comments:**

5. Are we confident that this decision-making process has been guided by conscious reflection on our options and responsibilities, and not by unstated feelings, biases, or other unspoken considerations?

YES  NO  PARTIALLY  N/A

**Comments:**

### Evaluate

6. Is our chosen course of action based on reasons that could be understood by all stakeholders, including stakeholders who might disagree with the decision?

YES  NO  PARTIALLY  N/A

**Comments:**

7. Would we feel comfortable disclosing our decision and the rationale for our decision to members of the public, if required to do so?

YES  NO  PARTIALLY  N/A

**Comments:**

8. Is our decision consistent with our commitment to making transformational improvements in equity, systemic racism and social accountability at Unity Health Toronto?

YES  NO  PARTIALLY  N/A

**Comments:**

9. Is the chosen course of action consistent with our commitment to **human dignity**?  
 YES                       NO                       PARTIALLY                       N/A  
**Comments:**
10. Is the chosen course of action consistent with our commitment to **compassion**?  
 YES                       NO                       PARTIALLY                       N/A  
**Comments:**
11. Is the chosen course of action consistent with our commitment to **excellence**?  
 YES                       NO                       PARTIALLY                       N/A  
**Comments:**
12. Is the chosen course of action consistent with our commitment to **community**?  
 YES                       NO                       PARTIALLY                       N/A  
**Comments:**
13. Is the chosen course of action consistent with our commitment to **inclusivity**?  
 YES                       NO                       PARTIALLY                       N/A  
**Comments:**

*Note: If we can answer 'yes' to questions 9-13, we are being responsive to the mission and values of Unity Health Toronto.*

### Act with Transparency

14. Have we created a plan for respectfully and honestly communicating our decision to stakeholders and/or have we appropriately delegated responsibility for doing so?  
 YES                       NO                       PARTIALLY                       N/A  
**Comments:**
15. Have we provided an accessible venue or process through which stakeholders will be able to meaningfully convey their thoughts, feelings, concerns, and other responses to us?  
 YES                       NO                       PARTIALLY                       N/A  
**Comments:**
16. Do we have the processes or structure in place that will allow us to learn from this decision by considering what has gone well and what could have gone better?  
 YES                       NO                       PARTIALLY                       N/A  
**Comments:**
17. Do we have the processes or structure in place that will allow us to revisit this decision in the future (near or distant), if necessary, and to consider stakeholder feedback?  
 YES                       NO                       PARTIALLY                       N/A  
**Comments:**

For additional support contact clinical ethics

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