



Gordon Graham's Ethical Decision-Making Process

1. Identify and clarify the issue. If it is a preservation-of-life event, act immediately (#8). Short of that, identify what needs to be decided.
2. Do I have time to think? If so, move on to #3. If not, hopefully you picked this up on your risk assessment and through constant training have learned how to best act in this situation.
3. Can I handle this event? If so, move to #4. If not, get it to someone who can handle it and follow through to make sure it got done.
4. What is the policy of our agency re: this event? If policy exists, follow the policy. If there is no policy, refer to the mission statement of your organization and make sure your action is consistent with this statement.
5. What is our past practice in this type of event? You may not have handled this type of event before, but maybe someone in your organization has. Consistency is critical.
6. What are the ethical issues involved in this event? We must be concerned not just about doing things right but doing the right thing right.
7. What are the consequences of my actions? Smart people consider consequences before they occur.
8. Make and implement your decision. Remember it is not too late to go back to #1 to make sure you are still headed in the right direction.
9. Document as necessary why you did what you did.
10. If you learned something new, share it with your peers.