

## Evaluating Your Ethics Committee

The following pages attempt to provide a framework and suggested questions for use in evaluating your ethics committee. Not all of the questions will be appropriate for your committee, nor will all questions that could help you be included in the following pages. The best tool for evaluating your committee will be the one that you sculpt for your own unique situation.

Areas of evaluation that deserve attention are:

### I. Individual Self-Evaluation

- a. Assessment of past performance
- b. Plan for future

### II. Evaluation of Committee by Individual Committee Members

- a. Assessment of past performance
- b. Plan for future

### III. Evaluation of Committee by Institutional Groups

- a. Those who have actually experienced the committee as a forum for case review: patients, families, professionals
  - b. Institutional groups with a special interest in the service of the committee: administration/ medical staff/ nursing staff/ pastoral care/ social service/ etc.
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## I. Individual Self-Evaluations:

Each member of the committee would review the following areas in assessing her/his membership on the committee. This process is for the personal benefit of each member and not expected to be shared with the committee.

### Participation:

#### Attendance at meetings:

- How does my attendance compare to my attendance at other committees of which I am part?
- What counts for me as an excuse for not attending?
- Notification of my expected absence

#### Participation at meetings:

- About issues being discussed: cases, readings, etc.
- About issues of committee functioning: quality of meetings, structure of committee, etc.

#### Preparation for meetings:

- Read case/ literature/ policy, etc. distributed.
- Read minutes carefully.
- Read questionnaires, etc.

#### General self-education:

- Quantity, quality of private reading in area

- Attendance at workshops
- Attention to media handling of ethical issues

### **Personal Growth:**

- Understanding/ Applying the discipline of ethics to specific issues.
- Integrating personal system of ethics.
- Expressing personal perspectives.

### **Communication:**

- Stretching to hear perspectives different from mine
- Expressing my ideas even when they represent a minority opinion
- Communicating my personal world of experience, feelings as clearly and directly as possible
- Speaking up at the meeting, not waiting until afterward

### **Future Plan:**

What two specific changes would most improve my participation as a member of the committee?

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## **II. Evaluation of Committee by Individual Members**

### **Goals/Purpose/Objectives:**

1. The goals, purpose, objectives of our committee are clearly stated and understood.

1	2	3	4	5
Strongly Agree				Strongly Disagree

Comments:

2. There is consensus in the committee on these goals, purpose, objectives.

1	2	3	4	5
Strongly Agree				Strongly Disagree

Comments:





11. The length of our meetings seems well suited to committee needs.

1 2 3 4 5  
Strongly Agree Strongly Disagree

Comments:

### Meetings:

12. Our meetings are held regularly, with appropriate frequency.

1 2 3 4 5  
Strongly Agree Strongly Disagree

Comments:

13. Our meetings start and end as scheduled.

1 2 3 4 5  
Strongly Agree Strongly Disagree

Comments:

14. We receive agendas and meeting materials with sufficient lead time.

1 2 3 4 5  
Strongly Agree Strongly Disagree

Comments:

15. We receive an appropriate quantity of materials for meetings.

1                                      2                                      3                                      4                                      5  
Strongly Agree                                      Strongly Disagree

Comments:

16. Materials sent out are adequately focused on and discussed by the committee at the subsequent meeting.

1                                      2                                      3                                      4                                      5  
Strongly Agree                                      Strongly Disagree

Comments:

17. We consistently use our meeting time well--issues get the time and energy proportionate to their importance.

1                                      2                                      3                                      4                                      5  
Strongly Agree                                      Strongly Disagree

Comments:

18. Attendance at our meetings is consistent with no individuals or groups being notably absent.

1                                      2                                      3                                      4                                      5  
Strongly Agree                                      Strongly Disagree

Comments:

19. Our committee treats consistent attendance as a criterion for continued membership on the committee.

1 2 3 4 5  
Strongly Agree Strongly Disagree

Comments:

20. Our meetings are a good mix of theoretical study and practical application.

1 2 3 4 5  
Strongly Agree Strongly Disagree

Comments:

21. Group process of our discussions is planned and well suited to the nature of the materials being handled.

1 2 3 4 5  
Strongly Agree Strongly Disagree

Comments:

22. What I like most about our meetings...

23. What I like least about our meetings...





28. Our membership represents the special needs that we have regarding issues such as: handicapped, age, gender, race, socio-economic status, etc.

1	2	3	4	5
Strongly Agree				Strongly Disagree

Comments:

29. We have selected members who respect other members as individuals, not because of their status or power.

1	2	3	4	5
Strongly Agree				Strongly Disagree

Comments:

30. We have members who are committed to further study and education.

1	2	3	4	5
Strongly Agree				Strongly Disagree

Comments:

31. We have members who do their homework and come to meetings prepared for the agenda.

1	2	3	4	5
Strongly Agree				Strongly Disagree

Comments:



36. Issues concerning consultations are clear: e.g., charting, record keeping, voting, who has access to the committee, how one accesses the committee.

1 2 3 4 5  
Strongly Agree Strongly Disagree

Comments:

37. We have good ways of getting evaluation of our case consultation function from those utilizing this service.

1 2 3 4 5  
Strongly Agree Strongly Disagree

Comments:

38. We seem to be meeting the needs of the institution, staff, patients/ families in our provision of a forum for case review.

1 2 3 4 5  
Strongly Agree Strongly Disagree

Comments:

39. We have good protocol for doing case consultation.

1 2 3 4 5  
Strongly Agree Strongly Disagree

Comments:









56. Discussions tend to be dominated by a relatively small group of persons.

1                      2                      3                      4                      5  
Strongly Agree                      Strongly Disagree

Comments:

57. Special attention is given to eliciting "minority opinions" when an emerging consensus might tend to chill their expression.

1                      2                      3                      4                      5  
Strongly Agree                      Strongly Disagree

Comments:

58. There is a consistent concern that everyone have an adequate chance to express his or her opinion.

1                      2                      3                      4                      5  
Strongly Agree                      Strongly Disagree

Comments:

59. More often than I like I leave the meeting with things I wished I had said.

1                      2                      3                      4                      5  
Strongly Agree                      Strongly Disagree

Comments:



60. Time is provided not only for exchange of ideas but for quiet reflection of one's own thoughts.

1                      2                      3                      4                      5  
Strongly Agree                      Strongly Disagree

Comments:

61. We give consistent attention to educating other groups in our institution.

1                      2                      3                      4                      5  
Strongly Agree                      Strongly Disagree

Comments:

62. We utilize a wide range of approaches in our educational programs.

1                      2                      3                      4                      5  
Strongly Agree                      Strongly Disagree

Comments:

63. We use existing forums as part of our ethics education efforts--section meetings, new hire orientations, new physician orientation.

1                      2                      3                      4                      5  
Strongly Agree                      Strongly Disagree

Comments:



68. We have used some group-building exercises as part of our meeting time.

1 2 3 4 5  
Strongly Agree Strongly Disagree

Comments:

69. A periodic half-day retreat would help the committee grow as a community.

1 2 3 4 5  
Strongly Agree Strongly Disagree

Comments:

70. One criterion for selecting committee members concerns their desire and ability to build up a sense of community.

1 2 3 4 5  
Strongly Agree Strongly Disagree

Comments:

**"Marketing" of Committee Services:**

71. We do a good job of letting others know that we exist.

1 2 3 4 5  
Strongly Agree Strongly Disagree

Comments:



- **36-Month Goals/Objectives**

*Goals:* (longer range change of state/ condition)

*Objectives:* (measurable changes/ time lines)

Who should accomplish:

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