

Ethical Decision-Making & Documentation Worksheet

Run a credible model and capture the rationale in one motion · companion to “Ethical Decision-Making Models”

ACA and NBCC both expect a decision process that can **bear public scrutiny** — and scrutiny needs a record. This worksheet walks the Forester-Miller & Davis model *and* captures your reasoning as you go, so the decision and the documentation happen in one motion. Keep the completed sheet in your records.

Kitchener’s five principles (check the dilemma against these first): autonomy · nonmaleficence (avoid harm) · beneficence (promote welfare) · justice · fidelity

Part A · Work the model (Forester-Miller & Davis)

1. Identify the problem

the facts, and who is affected

2. Apply the codes

ACA / NBCC standards and any laws consulted

3. Determine the nature of the dilemma

which principles conflict here?

4. Generate potential courses of action

list more than two

5. Weigh consequences and choose

best option, and why

6. Evaluate — Stadler’s three tests

☐ Justice (would I treat others the same?) ☐ Publicity (comfortable if reported publicly?) ☐ Universality (would I recommend it to a peer in my seat?)

7. Implement

Part B · Document the decision

Date: _____ Clinician: _____

Consultation

who I consulted, when, and what was advised (consultation is a step in every model)

Decision and rationale

what I decided and the reasoning behind it

Plan and follow-up

next steps, and how I'll evaluate the outcome

Signature: _____ Date: _____

Sources: Forester-Miller & Davis (2016), *A Practitioner's Guide to Ethical Decision Making* (ACA); ACA Code of Ethics (2014), Section I; NBCC Code of Ethics (2023); Kitchener (1984).