

**Preventive Ethics Meeting Minutes–Sample**

Date: 12.09.2006

Chairperson: Celestine Chiverotti RN MBA

Time: 3:00 PM

Recorder: CC

Members Present: August Groppi, Elizabeth Mattes, Dominic Garibaldi, Claudius Hunt

Guests: None

**ISSUES Approach**

(Duplicate for each issue discussed at the meeting)

**Working Title for Issue:** Timely Response to Ethics Consultation Requests

Steps in the Process (Check step[s] worked on during the meeting):

1. Identify an Issue     3. Select a Strategy     5. Evaluate and Adjust  
 2. Study the Issue     4. Undertake a Plan     6. Sustain and Spread

Summarize Discussion or Recommendations:

The team reviewed the completed ISSUES Summary document, approved it, and recommended that the Summary be disseminated to leadership, quality management and members of the ethics consultation service.

Review and Assign Action Items:

Step	Action Item	Responsible Member	Due Date
1	Review with senior leadership	Chiverotti	4.12.07
2	Review with quality management staff	Chiverotti	4.12.07
3	Review with the ethics consultation service	Groppi	4.15.07

**Other Agenda Items**

Topic: Select the next ethics issue for the ISSUES approach

**Summary of Discussion:** Given that the Timely Response to Ethics Consultation Requests project is coming to a close, the team agreed that it was time to select another ethics issue for the ISSUES approach.

**Planned Action(s):** The chairperson will distribute the updated ISSUES Log to all team members by next Tuesday. Team members agree to review the log in advance of the meeting and identify their “top three” issues from the current list. The goal of the next meeting will be to choose an ethics issue to refer for the ISSUES approach.

Time and Location of Next Meeting: 3:00 PM, 01.13.06 in the GRECC Conference Room