

POLICY MANUAL

Subject: Ethics Review Process

Effective Date: 3/1/95

Initiated By: Cinde Stewart-Freeman
Chief Quality Officer

Approved By: James B. Moore
Chief Executive Officer

Review Dates: 10/12 Committee

Revision Dates: 12/96 CSF
12/99 CSF, 11/05/02 CSF, 08/05 HC,
03/10 DNF, 02/11 CSF, 2/14 CRB

POLICY:

Cumberland Heights provides a review process for those situations involving ethical dilemmas to assist its patients, their families/significant others, and personnel in resolution according to the institution's mission and philosophy.

PROCEDURE:

1. When a patient and/or family member/ significant other feel that s/he has encountered an ethical dilemma, that person is to contact the counselor. When a staff member feels that s/he has encountered an ethical dilemma, consultation with the assigned supervisor occurs.
2. The Program Director or department head is consulted if the issue is not resolved.
3. The Chief Clinical Officer and Director of Quality Management are consulted if the matter is not resolved at the managerial level.
4. If the matter remains unresolved by the CCO or Director of Quality Management, the Chief Administrative Officer and/or the Chief Executive Officer is consulted.
5. Matters remaining unresolved will be submitted by Executive Management to the Executive Committee of the Board of Directors at the next scheduled meeting of that group. A written response will be given to the initiator within fourteen (14) working days of that meeting. The decision of the Executive Committee of the Board of Directors is final.
6. In the event that the time constraints of the situation do not allow for the process delineated above, a decision will be made by a member of Executive Management. An initiator may ask for retrospective review of that decision if not satisfied.
7. Should a patient or family member/ significant other be unable to reach resolution and request referral, Clinical staff will facilitate an appropriate referral based on needs, using the referral files maintained in Admissions as well as by counseling staff.