Ethical Questions a Culture Change Coalition should be able to answer

Even if you are not compelled to take your Discovery plans to an ethics board, it is important that you work through your Culture Change process in an ethical fashion. A Culture Change Coalition (CCC) should draft a short document which answers these questions. Completing this task will help to organize your Discovery activities, consider potential risks to participants and plan to avoid these.

Consider striking a small sub-committee from interested members of your Culture Change Coalition to complete your ethics initiative, in whatever form it takes, then bring the document to the Culture Change Coalition to ensure everyone is comfortable with the content and has an opportunity to add their perspectives.

1. What is the title of your project/Discovery initiative?
2. Who is leading the project/Discovery initiative (list names and contact information)?
3. What is the purpose and rationale for your project/Discovery initiative?
   1. What is the purpose of the project/Discovery initiative?
   2. What is the main objective and/or central question (s) you seek to answer?
   3. Generally, what approach will be taken to answer these questions?
   4. What is the significance and/or importance of this study?
4. What are the details of the project/Discovery initiative?
   1. What type of approaches or procedures are you planning to use (i.e., interviews, focus groups)? Provide as much detail as possible (e.g., who will be leading the focus group, how many people will be in the focus group).
   2. Who are the people (participants) that are going to be involved in the project/Discovery initiative? Provide as much detail as possible (e.g., gender, age, employment background, etc.)
   3. How are you going to recruit participants? Provide as much detail as possible.
   4. Where and when will the project/Discovery initiative take place?
   5. How are you going to provide feed to participants when the project/Discovery initiative is complete? (e.g., a thank you letter or email)
5. What are the potential benefits of your project/Discovery initiative?
   1. How will it benefit you or your organization(s)?
   2. How will it benefit those who participate in your project/Discovery initiative?
   3. How might it benefit the broader community?
6. What are the potential risks to participants? (i.e., emotional, physical)
7. How are you going to ensure participants have received the information they need to consent to participate (i.e., Is there an information letter? Do they need to provide verbal or written consent?).
8. How are you going to protect the anonymity and confidentiality of your participants?

**Documents you may need to develop:**

* Recruitment materials (posters, flyers, emails, etc.)
* Information letter and consent form
* Materials (e.g., questionnaire, list of interview questions)
* Feedback or thank you letter