

R

Recognise a potential issue or problem

Recognise a potential issue.

What is the issue or problem with this behaviour?

E

Examine the situation.

Is there more than one obvious problem with this behaviour, or is there more I need to consider? What is the context of the situation?

F

Find relevant information

Find facts and gather evidence.

What does the Code of Conduct say? Do I need to find out more information?

L

Liaise and Consult

Liaise and consult with peers and supervisors

Should I talk to someone about this? What behaviour is expected of me? Has this been done before?

E

Evaluate the options

Evaluate the options.

What is the best thing to do based on the information I've found? What are the risks? If someone finds out about my decision, what will they think?

C

Come to a decision

Come to a decision.

Do I need to get permission to do what I want to do? Have I recorded my actions?

T

Take time to reflect

Take time to reflect.

Am I happy with my decision? Would I do the same thing next time?

