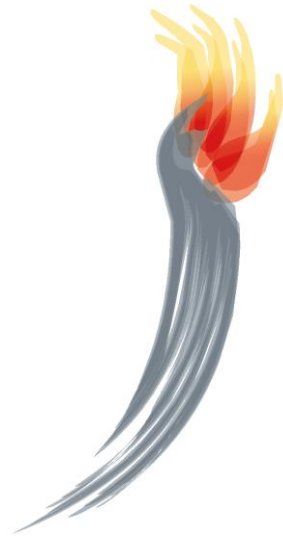


# Values Integration Appraisal Process



Assuring  
values in  
Catholic  
healthcare

Not so long ago...the Sisters embodied the mission of Catholic health care by their very presence





Times  
have  
changed  
and the  
healing  
mission of  
the  
Church is  
ongoing.  
Now we  
carry the  
torch!



A photograph of a woman with dark hair, wearing a light blue short-sleeved button-down shirt, leaning over a person with short brown hair. The woman is smiling warmly at the person. The background is bright and out of focus, suggesting an indoor setting with large windows.

The legacy  
of caring....  
Is ours to  
continue!

The mission  
and values of  
Catholic  
health care  
live in our  
hearts....



In the way  
we work with  
our  
colleagues...





The respect we show  
patients/residents



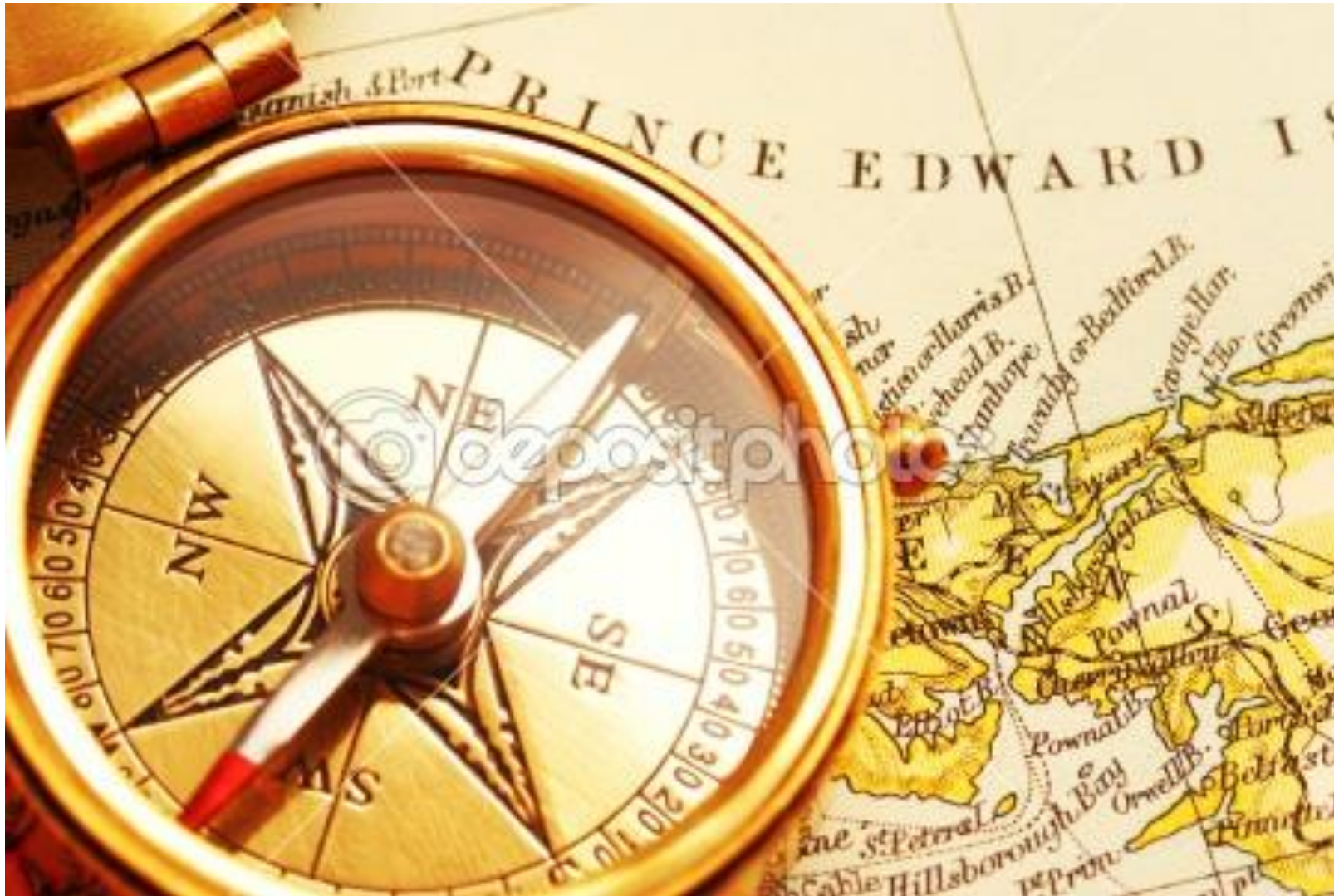


Even in  
decisions  
we make!



How do we know our mission and values  
are still on track?





What benchmark do we set?

How do we  
measure...



Compassion  
and caring?



The Values Integration Appraisal Process was developed for Catholic health care organizations in Canada and the United States.



# The Values Integration Process is a valuable tool for:

**Identifying to what extent values  
have been integrated into a  
Catholic health facility.**



## Educating about values





## Providing a benchmark for growth



The Values Integration Appraisal Process is comprised of four phases.



## 1 Preparatory Phase

- + Approval by the organization's **Board of Directors /Advisory Committee** to implement the process.
- + Submission of a request to Catholic Health International to be scheduled for the process.



## 1 Preparatory Phase

- ✚ Designation of a person within the organization as its Values Integration Assessment **Local Coordinator**.
- ✚ **Assessor(s)** are appointed by Catholic Health International to guide the organization through the process.

## 2 Implementation Phase

- ✚ Consultation led by **Assessor(s)** with **Local Coordinator** and **C.E.O./Facility Manager/Executive Director** to review the process and start initial planning for survey and site visit.

## 2 Implementation Phase

### Preparation

#### Role of the Local Coordinator

Preparing and  
submitting the  
**Organization  
Profile  
Questionnaire** to  
the Assessor(s).

#### Organization Profile Questionnaire

Name of organization/facility: \_\_\_\_\_

*To be completed by the organization and submitted to Assessor*

1. Does your facility have the capability of using Survey Monkey  
– an online tool for completing the survey?
2. Each facility requires there to be a "Local Coordinator." This is a person who is appointed by the CEO/Facility Manager/Executive Director to work with the Assessor(s) and help with the implementation of the Values Integration Appraisal Process. This person leads the logistical work for the visit, books rooms, arranges for focus groups etc. Typically, this is an executive assistant, mission director, director of spiritual and religious care, someone who is good with logistics.  
  
Who will be the Local Coordinator for this process?
3. Do you have an ethics committee or access to ethics services?
4. Do you have a person responsible for mission?
5. Can you provide an estimated number of individuals that will be invited to participate in the survey in the following demographics:  
  
Board/Advisory/Trustee Members: \_\_\_\_\_  
Clergy: \_\_\_\_\_  
Family: \_\_\_\_\_  
Resident/Patient/Client: \_\_\_\_\_  
Sponsor Group: \_\_\_\_\_  
Staff: \_\_\_\_\_  
Physicians: \_\_\_\_\_  
Volunteers: \_\_\_\_\_  
Other: \_\_\_\_\_



## 2 Implementation Phase

### Preparation

Role of the Local Coordinator

Advertising that the Values Integration Process will be taking place.

**Values Integration Appraisal Process**



**Where we began!  
Where we are!  
Where we want to go!**

**Will you help us by filling out a survey?**

## 2 Implementation Phase

On-line survey questionnaire

- ✚ Local Coordinator shares the survey link with Board, Management, staff, physicians, volunteers & patients.



## 2 Implementation Phase

### Focus Groups

- ✚ Some participants will also be asked to take part in a scheduled focus group during the site visit.



## 2 Implementation Phase

### Data Collection



- ✚ The Goal is for as many of staff as possible to fill out a survey on line. It also hoped that a significant number of representatives of the Board of Directors/Advisory Committee/Trustees, senior management, physicians, volunteers and patients-residents-clients will also participate in the survey. The Local Coordinator will work with the Assessor(s) and the Catholic Health International office to target groups to ensure as broad a response as possible.



## 2 Implementation Phase

### Site Visit

- ✚ A typical site visit is two days with 1 or 2 Assessor(s). More time and/or more Assessor(s) may be needed depending on the size of the organization.
- ✚ Focus groups are the main tool used in the site visit. Assessors will also meet with Board of Directors / Advisory Committee and Management at the beginning and end of the Visit.

## 2 Implementation Phase

### Site Visit

- ✚ The Local Coordinator, in consultation with the Assessor(s), will determine the number and composition of focus groups.
- ✚ Focus groups will typically include 10 to 12 people and the Local Coordinator is responsible for scheduling and notifying the participants of time and location.

## 2 Implementation Phase

### Site Visit

- ✚ The Senior Management and Board/Advisory are debriefed at the end of the site visit by the Assessors.

### 3 Reporting Phase

- ✦ The Lead Assessor, with input from the other Assessors collates the survey results, comments, results of focus group discussion and their impressions of the site visit into a Final Report.
- ✦ The Final Report is forwarded to the **organization's Board/Advisory Chairperson** and CEO by Catholic Health International.



## 4 Post-Appraisal Phase

- + Catholic Health International encourages the organization to celebrate the completion of the Values Integration Appraisal process.

