

Values Integration Appraisal Process



Designed for
Catholic Health Care Organizations

A valuable tool for:

- * identifying the extent of the integration of values within an organization
- * educating about values
- * providing a benchmark for growth

Prepared in 1997 by the
Catholic Health Association of Canada
Catholic Health Association of Ontario
New Brunswick Catholic Health Association
Revised 2005

What is the Values Integration Appraisal Process?

The Values Integration Appraisal Process is comprised of four phases:

Preparatory Phase

- * Approval by the organization's Board/Advisory Council to implement the process
- * Designation of a person within the organization as its VIA Facility Coordinator
- * Submission of a request to the Catholic Health Association of Canada for a licence to use the process
- * Recruitment of a trained External Consultant to guide the organization through the process.

Implementation Phase

- * Consultation by Facility Coordinator with External Consultant
- * Invitation/selection of participants
- * Completion of a survey document by 5-10 % of staff as well as representatives from owners/sponsors, board/advisory council, physicians, volunteers, clergy, patients/residents, family and community
- * Participation in scheduled focus groups facilitated by the External Consultant.

Reporting Phase

- * Collation of survey scores and comments by the External Consultant
- * Submission of a detailed report to the Organization
- * Submission of a summary report to VIA Council of CHAC

Post-Appraisal Phase

- * Receiving a certificate from CHAC
- * Celebrating the organization's achievements

Resources Provided

- * Process guide
- * Facility Coordinator's Handbook
- * Survey document for photocopying
- * Supporting materials
- * Assistance from CHAC and/or Provincial Catholic Health Associations



Cost

Catholic Health Association of Canada
Licensing fee, VIA documents and administrative assistance \$300.00

External Consultant
Fee/travel/accommodations/
miscellaneous expenses variable
(estimated 50 hours of work)

Possible internal administrative/staff time to assist
External Consultant

Information

Catholic Health Association of Canada
1247 Kilborn Place
Ottawa, ON K1H 6K9
Phone ~ 613-731-7148
Fax ~ 613-731-7797
Email chac@on.aibn.ca
Web site www.chac.ca
Or your Provincial Catholic Health Association