

VCNZ Decision Making Checklist

VETERINARY COUNCIL
OF NEW ZEALAND
Te Kaitiaki Take Kōwhiri o Aotearoa



1. Have we declared, discussed and managed any conflicts or perceptions of conflicts of interest?
2. Does this fall within our jurisdiction?
3. Have we:
 - identified and carefully considered the problem/ issues?
 - identified the risks and why we need to intervene?
 - identified the outcome we are seeking?
 - identified the costs and benefits of intervention?
 - considered the effect of the decision and any unintended consequences?(Turn over for the *Right Touch Regulation Decision Tree*)
4. Is the decision lawful?
5. Did we have all the information we needed to make this decision? Were the 'facts' correct?
6. Was anything irrelevant considered? Was anything relevant overlooked?
7. Was our consideration fair and impartial? Was there any bias (real or perceived) or predetermination? Were we overly influenced by one party?
8. Is the decision consistent with other comparable decisions? Did we take relevant policies and precedents into account?
9. Did we consider the individual circumstances of the case and avoid applying policies and precedents too rigidly?
10. Would someone else reach the same decision, based on the same information?
11. Were the people affected by the decision given a fair chance to comment?
12. Are the reasons for the decision clear? Will it stand up to public/professional/media scrutiny?
13. Does the decision meet the Right Touch Regulation standards (CATPAT)?
 - Consistent – with policies and precedent and fairly applied
 - Accountable – able to be justified and open to scrutiny
 - Targeted – focused on the problem to minimise the side effects
 - Proportionate – intervention only when necessary and only at the level needed to address the risks posed
 - Agile – forward looking and able to adapt to change
 - Transparent – reasons for the decision are clearly explained in plain English
14. Have staff been given sufficient information to document the reasons for this decision?

***VCNZ is a fair and consistent regulator of veterinary standards.
We protect the public interest by ensuring that veterinarians are competent and fit to practise.***

Right Touch Regulation Decision Tree

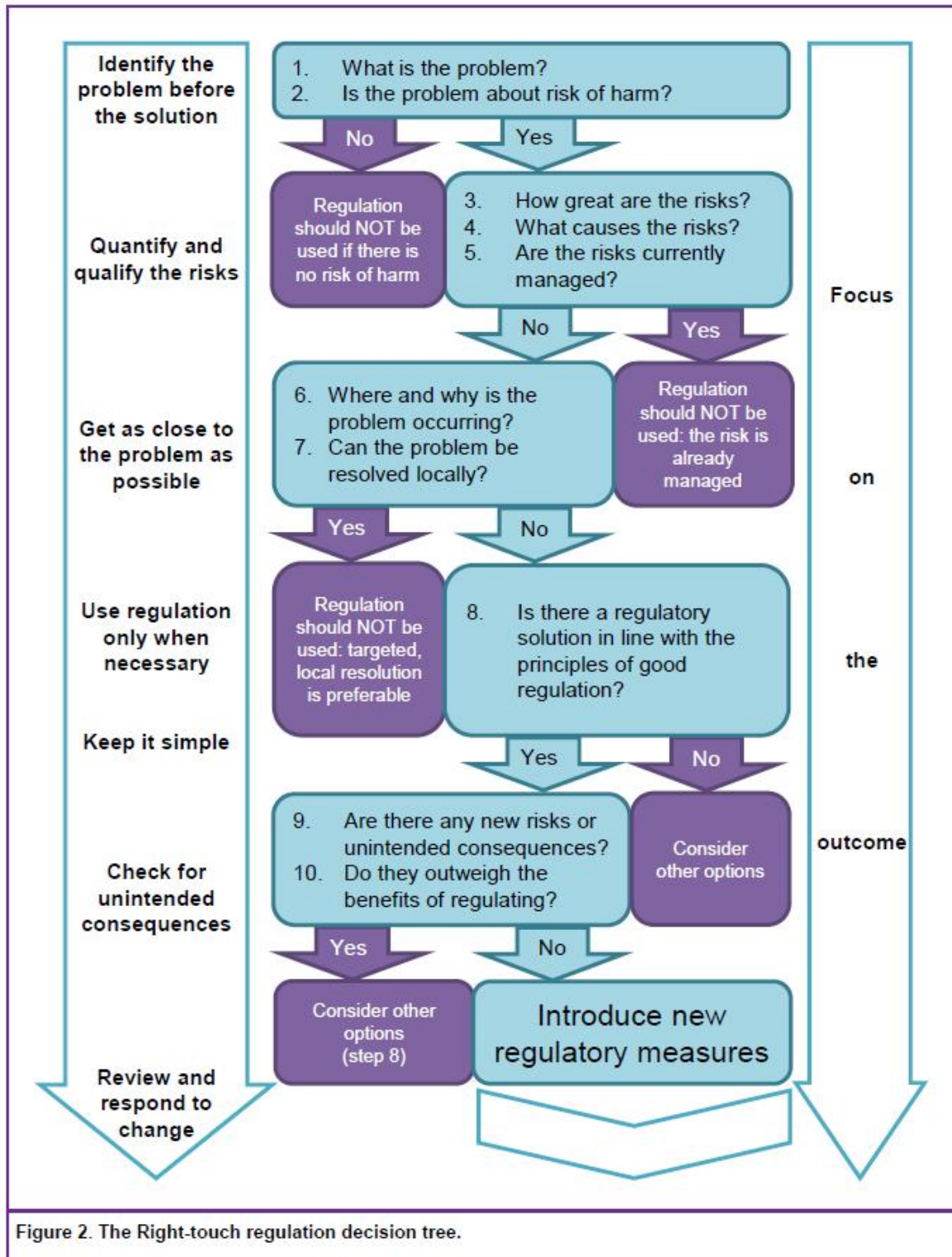


Figure 2. The Right-touch regulation decision tree.