



Advance Care Planning Policy and Procedure Checklist

Policies and Procedures	Yes	No	Comments
Does the provider have written policies and procedures for the ACP process? (A) Statement of any procedure the provider is unwilling or unable to provide or withhold in accordance with an Advance Directive. (B) A designated staff member who coordinates the ACP process. (C) The time frames in which ACP discussions and documentation occur: Reviewed within 14 days of admission, OR with a change of condition, OR annually. (D) Policy reflecting the right to make decisions concerning medical care, including the right to accept or refuse care. (E) Policy that documentation for whether or not the person has executed an Advance Directive, Medical Power of Attorney or Out of Hospital DNR can be found in the clinical record. (F) A procedure to ensure that the facility provides the attending physician, emergency medical technician and hospital personnel with information relating to a person's documented advance directive. (G) A procedure to assist with coordinating physicians' orders with the person's documented advance directive.			
Does the provider have evidence that all direct care staff have received basic education concerning ACP?			
Does the provider have educational materials that are provided to residents and their families containing the information provided by the HHSC Frequently Asked Questions (FAQs) regarding ACP?			
Do the provider's written procedures include how ACP information is presented to residents and family members? (A) The decisions made by family or guardian regarding ACP are addressed in the comprehensive care plan. (B) The provider has a policy and procedure stating how the resident, family or surrogate will be contacted for ACP meeting (in person, phone, mail, or electronically).			
Does the provider have a procedure for clearly identifying the decision maker in the medical record?			
Can all ACP documents be located in the medical record within 30 seconds?			
Does the provider systematically assess the quality of End-of-Life care to revise its ACP process?			