

Advance Care Planning Policy and Procedure Checklist

Policies and Procedures	Yes	No	Comments
<p>Does the provider have written policies and procedures for the ACP process?</p> <ul style="list-style-type: none"> • Statement of any procedure the provider is unwilling or unable to provide or withhold in accordance with an Advance Directive. • A designated staff member who coordinates the ACP process. • The time frames in which ACP discussions and documentation occur: Reviewed within 14 days of admission, OR with a change of condition, OR yearly. • Policy reflecting the right to make decisions concerning medical care, including the right to accept or refuse care. • Policy that documents whether or not the person has executed an Advance Directive, Medical Power of Attorney or Out of Hospital DNR. These forms are in the clinical record. • 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. • A procedure to assist with coordinating physicians' orders with the person's documented advance directive. 			
<p>Does the provider have evidence that all direct care staff have received basic education concerning ACP?</p>			
<p>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?</p>			
<p>Do the provider's written procedures include how ACP information is presented to residents and family members?</p> <ul style="list-style-type: none"> • The decisions made by family or guardian regarding ACP are addressed in the comprehensive care plan. • 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). 			
<p>Does the provider have a procedure for clearly identifying the decision maker in the medical record?</p>			
<p>Can all ACP documents be located in the medical record within 30 seconds?</p>			
<p>Does the provider systematically assess the quality of End-of-Life care to revise its ACP process?</p>			

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