

SUBJECT: ADVANCE DIRECTIVES	REFERENCE 14.007.2013
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DEPARTMENT: NURSING SERVICES	EFFECTIVE: 5/1/07
APPROVED BY: Medical Director and Chief Nursing Officer	REVISED: 02/2013

DEFINITIONS:

The term "Advance Directive" means a written instruction such as a living will stating the patient's expressed preference about treatment options.

POLICY:

Patient's Advance Directives are kept as part of the permanent medical record. If the patient does not have an Advance Directive, information will be presented on what rights an Advance Directive gives and how to obtain the various types.

- In accordance with CFR 482.13 (b) 3, it is the policy of Ferry County Memorial Hospital, to encourage and respect patient self determination. The facility recognizes that patients have the right to actively participate in decision making regarding their care. The facility recognizes that the patient has the right to formulate advance directives and to have staff and practitioners who provide care in the hospital that comply with these directives. Ferry County Memorial Hospital does not discriminate against patients based on whether or not they have an advanced directive.
- All patients will be informed of their right to have the hospital comply with their wishes in the "Patient's Bill of Rights", which each patient will receive upon admission.
- Upon admission, the admissions representative will ask patients over 18 years of age if they have an Advance Directive.
 - If the patient states "yes", the admitting representative will document that information on the patient's Advance Directive form. Documentation includes:
 - Type of advance directive, i.e. living will, durable power of attorney
 - Date the hospital was informed
 - The admitting representative will place a copy of the Advance Directive in the patient's medical record.
 - If the patient states "no", the admitting representative will document and give the patient an information package about Advance Directives. The attending nurse will answer basic questions and provide the patient with informational material.
- If the patient has completed a Physician Orders for Life-Sustaining Treatment (POLST), and has brought a copy with him/her, place the copy in the medical record. Unless signed

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by a medical provider, the POLST may serve as an Advanced Directive, but does not carry the authority of a physician order until signed by an attending physician

- If the patient states that he/she gave the hospital a copy of the Advance directive or POLST during a previous admission, the nurse or secretary will contact HIM and request that a copy of the directive from the previous chart be copied and brought to the nursing station for placement in the current medical record.
- Once the copy is received, the nurse will verify with the patient that the information is still current and place the copy in the medical record. Documentation of having received the Advance Directive/POLST, along with documentation that the patient's current wishes are accurately reflected, will be noted in the progress notes by the nurse.
- POLST forms need to be reviewed with the patient by their medical provider at each visit, then signed.
- If the patient has completed an Advance Directive/POLST, but is unable to have a copy sent to the hospital or there may be a delay in having the document available, the nurse will:
 - Offer the patient the opportunity to complete a new directive
 - Offer the patient the opportunity to state his/her wished or the intent of his/her Advanced Directive.
 - The nurse will document this discussion on the Advance Directive assessment form.
- Refer patient/designee to their primary care provider if the patient is unable to be questioned on admission or if the patient has not completed an Advance Directive and wishes more information.
- For transfer/discharge referrals (i.e., to extended care facilities, hospitals, home health agencies, hospice, etc.), attach a copy of the Advance Directive and/or POLST to the Patient Referral to alert the agency and write "Advance Directive" on the referral form.
- Documentation
 - Advance Directive form: Document information about whether the patient has completed an Advance Directive/POLST and if not, if information was given to the patient
 - Document notification by physician of changes in Advance Directives made by patients, and make sure a new POLST form is completed

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GENERAL INFORMATION:

It is the policy of Ferry County Memorial Hospital to encourage and respect patient self-determination. All adults admitted as inpatients will be give information about Advance Directives. Some patients may present with or ask to have the POLST form completed during their inpatient stay.

- Ethical Considerations

Each patient's ability and right to participate in healthcare decision making should be maximized and not compromised as a result of being admitted to the inpatient or emergency facility.

The POLST form gives the patient's expressed desires for treatment the authority of a physician's order so they may be carried out as written once signed by the attending physician.

- Legal Considerations

The POLST form becomes a legal order only after signing by an authorized medical provider. The POLST orders may be rescinded upon request by the patient or superseded by a medical provider's order.

Advance Directives and/POLST forms will be maintained in the permanent medical record.