MOLST Implementation Task Checklist Steps 1 – 3

STEP ONE – PREPARATION

TASK 1: IDENTIFY INSTITUTIONAL CHAMPION(S)

☐ Approach likely groups with interest in MOLST, e.g. Palliative Care; Ethics Committee; Committees/initiatives with similar goals (e.g. STAAR, INTERACT, Project IMPACT); Quality and Patient Safely Improvement Groups

TASK 2: ESTABLISH INSTITUTIONAL READINESS

☐ Meet with key institutional leaders to educate and gain support
  ▪ CEO, CNO, CMO, CQO, CIO
  ▪ Directors of Nursing, Medicine, Social Work, Care Management, others as needed

☐ Designate institutional contact person(s) and responsible entity to develop MOLST
  ▪ Palliative Care Program
  ▪ Ethics Committee
  ▪ Office of Clinical Quality Improvement

☐ Determine Institutional Capacity to Implement MOLST
  ▪ Champion identified and available
  ▪ Institutional contact/administrative support available
  ▪ Project Management support available
  ▪ Institutional Reporting relationship determined

☐ Consider Conducting an Institutional Needs Assessment with: Patients, Families, Clinicians, Administrators, Nurses, Others

TASK 3: ESTABLISH INSTITUTIONAL TASK FORCE

Include essential clinical, administrative, health information technology, ethics and policy representatives, as well as patient/family representatives. Consider representatives from these categories to include from other sites (e.g. other locations of your institution, or other institutions that send or receive patients to/from your institution).

☐ Leadership – Chief Medical Officer or representative; Chief Nursing Officer or representative; Chief Quality Officer or representative; Chief Information Officer or representative

☐ Physicians – Medical, Hospitalists, Specialists, Emergency Medicine, Pediatrics, Generalists, Geriatrics, Critical Care, Psychiatry, Dialysis

☐ Nursing - Critical Care, Palliative Care, Medical/Surgical, Pediatric

☐ Care Coordination/Case Management/Social work

☐ Pastoral Care/Chaplaincy

☐ Health Information Management

☐ Risk Management/Legal services

☐ Ethicist

☐ Patient/Family representatives
STEP TWO – DEVELOPMENT

TASK 1: CONVENE INSTITUTIONAL TASK FORCE (Clinical Champions)
- Schedule and facilitate regular working meetings
- Review and discuss considerations for MOLST implementation
- Develop an implementation work plan with tasks and timelines
- Delegate tasks to Task Force members or others as appropriate with clearly defined accountability (e.g. who will do what by when)
- Maintain communication among and participation of key representatives

TASK 2: DEVELOP INSTITUTIONAL POLICY & PROCEDURE (Clinical Champion and/or Designee)
- Review Sample MOLST Policies
- Identify Existing Institutional Policy Related to MOLST, e.g.
  - Medical Decision Making policy
  - Advance Care planning/Health Care Proxy policy
  - Limitations on life sustaining treatments policy (DNR, DNI policy)
  - Informed Consent Policy
  - Surrogate Decision Maker policy
  - Withdrawal of Treatment policy
  - Goals of Care discussion policy
- Develop Institutional MOLST Policy & Procedure
- Submit for Review Process as Appropriate
- Finalize Policy & Procedure
- Alert Workforce of Policy & Procedure

TASK 3: DEVELOP INSTITUTIONAL EDUCATION & TRAINING PLAN (Clinical Champion and/or Designee)
- Identify key audiences, e.g.
  - Clinician Form signers: Physicians, Nurse Practitioners, Physician Assistants
  - Other clinical care providers: Nurse, Therapists, etc.
  - Emergency Medical Services
  - Other non-clinical patient care providers
- Identify trainer(s) and train the trainers if appropriate
- Implement education and training activities
- Manage training logistics
- Track training hours and participants
STEP THREE – LAUNCH

TASK 1: IDENTIFY BASELINE DATA ELEMENTS

- Review tool 3-2 Examples of Baseline Data
- Determine what data elements the institution already collects that may pertain to MOLST
- Consider other types of data that would be important and/or possible to collect
- Put mechanisms in place to collect baseline data to the extent possible

TASK 2: PREPARE FOR LAUNCH (the date MOLST forms will go into use with patients)

- Download the Massachusetts MOLST form at: http://molst-ma.org/download-molst-form
  - Identify locale(s) for Launch
  - Communicate Launch plan throughout the institution
  - Communicate Launch date and information to other stakeholders and institutions
  - Confirm that key staff are trained about MOLST
  - Alert personnel about who to contact in case of MOLST questions or concerns
  - Make MOLST blank forms readily available for use
  - Prepare and make patient and family education materials readily available for use

TASK 3: MOLST LAUNCH

- Respond in a timely manner to questions, concerns or issues that arise about MOLST use
- Communicate with the MOLST Program Office as needed with questions or concerns
- Encourage and support MOLST uptake and use
- Acknowledge and celebrate the accomplishment Launching MOLST with the MOLST Task Force
- If MOLST is being launched in stages, continue preparation activities in other sites
## MOLST Implementation Tool Kit TOOLS

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