

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 Safety 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



1-1	<i>Step 1 – Preparation Task Checklist</i>
1-2	MOLST video
1-3	MOLST Clinical Champion Role Description
1-4	Clinical Champion Orientation Materials
1-5	Institutional Readiness Meetings
1-6	Key Membership for MOLST Task Force
2-1	<i>Step 2 – Development Task Checklist</i>
2-2	Glossary of Terms Related to Planning for Advanced Illness
2-3	Considerations for MOLST Implementation
2-4	MOLST Implementation Sample Work Plan
2-5	Recommendations for MOLST Policy Development
2-6	<i>Sample</i> MOLST Policy for Acute Care Hospitals
2-7	<i>Sample</i> MOLST Policy for Skilled Nursing Facilities
2-7A	<i>Sample</i> MOLST Policy for Home Health Care or Hospice
2-8	MOLST Training Resources
2-9	MOLST Training Plan Template
2-10	Sample Training and Outreach Log
2-11	Checklist for Clinician Signers of MOLST
3-1	<i>Step 3 – Launch Checklist</i>
3-2	Examples of Baseline Data
3-3	Get the Massachusetts MOLST Form
3-4	Questions to Consider Before Launch
3-5	Sample Notification of MOLST Launch
3-6	Patient and Family Education Resources
3-7	Small Ways to Help MOLST Work