Step One: PREPARATION

- MOLST can be implemented effectively in most institutions in a relatively short period of time with the appropriate commitment of time and other resources.
- Adequate time must be invested in the preparatory work of developing MOLST policies and procedures, and approval processes.
- Institutions need an on-site “MOLST champion” to succeed with MOLST implementation.

- From “Lessons Learned, MOLST Demonstration Program Recommendations for Statewide Expansion, Pilot Results 2011”

Step One: Preparation – Overview

Key tasks for Preparation include:

1) Identifying Institutional MOLST Champion(s)
2) Establishing Institutional Readiness
3) Establishing an Institutional MOLST Task Force

If MOLST is being implemented in multiple locations – either in multiple settings of a single institution or in other collaborating institutions (e.g. as with cross-continuum team) – also consider which preparatory activities should be carried out at each locale and plan accordingly.

Tool 1–1 Preparation Task Checklist - Outline of all recommended activities for Preparation
Tool 1–2 MOLST Video – Patients, clinicians, EMTs, clergy and others talk about MOLST (13 minutes)

Task 1: Identify Institutional Champion(s)

Implementing MOLST in an institution requires agreement and support from within. This means securing prior approval and commitment from institutional leadership, as well as designating key personnel as “MOLST Clinical Champion(s)” to actively champion and steer site-level implementation activities.

The Clinical Champion serves as the institution’s MOLST expert and coordinator. Clinical Champions engage in the tasks of preparing institutional policies, protocols and infrastructure; identifying strategies and venues for staff education and training; creating tools and methods for tracking MOLST activity; and performing oversight and troubleshooting during the MOLST implementation process.
If the institution has multiple patient care sites, or is implementing MOLST in collaboration with other institutions (e.g. facilities that send or receive patients to or from the institution to receive care), each site or institution should designate a MOLST Clinical Champion.

**Task 2: Establish Institutional Readiness**

Most institutions are complex with many “moving parts.” Implementing MOLST requires engaging and informing patient care providers and other stakeholders throughout the institution. This can be accomplished during a series of “institutional readiness meetings” conducted by the Clinical Champion(s) with key individuals and groups, to engage and inform them about MOLST implementation.

**Task 3: Establish Institutional MOLST Task Force**

The Clinical Champion role includes recruiting, facilitating and coordinating the activities of an Institutional MOLST Task Force. The Task Force is comprised of key participants from throughout the institution who are willing and available to meet over a period of several months. The Task Force role is to advise, support, make decisions about, and support site-level MOLST implementation.

For institutions with multiple sites or groups of institutions implementing MOLST together, the Task Force should include members from each site. It may also be advisable to consider forming a MOLST Task Force in each institution.
**STEP ONE: PREPARATION TOOLS**

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TOOL 1-1  Preparation Task Checklist

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, Emergency Medicine, Hospitalists, Specialists, Pediatrics, Dialysis, Generalists, Geriatrics, Critical Care, Psychiatry
- 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
"Massachusetts Medical Orders for Life-Sustaining Treatment: A way to make choices about your end-of-life medical care." An original 13-minute video about how MOLST can make a difference for patients, families and health care providers in Massachusetts

The MOLST video is accessible online at [www.molst-ma.org](http://www.molst-ma.org)

DVD copies may be requested from the MOLST office at 508-856-5890
An institution’s MOLST Clinical Champion must be well-positioned and able to engage, educate and lead others in site-level MOLST implementation.

Because the MOLST process and form is a “standardized process and form for discussing, writing, and communicating Medical Orders for Life-Sustaining Treatment across health care settings,” it is generally (but not always) most suitable for the MOLST Clinical Champion(s) to be a clinician with experience in and passion for improving patient-centered, end-of-life and palliative care.

Specific tasks of the Clinical Champion Role include:

- Engaging and advocating for MOLST implementation with institutional stakeholders, leaders and sponsors and providing periodic progress updates or reports about implementation status
- Recruiting, organizing and facilitating a MOLST Implementation Task Force and working meetings to accomplish the goals set out in the site implementation work plan (e.g. MOLST planning, training, implementation and evaluation)
- Establishing institutional MOLST policy, guidance and processes
- Maintaining integrity of the MOLST process and form use during MOLST implementation
- Accessing support, training and materials from the MOLST program office at UMass Medical School
- Establishing and implementing a plan for MOLST training and orientation throughout the institution
- Monitoring and troubleshooting implementation
- Establishing a plan for MOLST sustainability within the institution
Before meeting with others to promote and coordinate MOLST implementation, the Clinical Champion should become very familiar with the background and details of MOLST. It is *highly recommended* that MOLST Clinical Champion(s) review the following information to educate themselves thoroughly about MOLST:

### Information and Resources

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<th>MOLST in Massachusetts</th>
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<tr>
<td>- <em>MOLST Overview for Health Professionals</em> – PowerPoint overview with basic information about MOLST (excellent for orienting groups about MOLST)</td>
<td><a href="http://www.molst-ma.org">www.molst-ma.org</a></td>
</tr>
<tr>
<td>- <em>MOLST Implementation Overview</em> – PowerPoint overview of how to implement MOLST policy and use within clinical care institutions</td>
<td><a href="http://www.mass.gov/eohhs/gov/departments/dph">www.mass.gov/eohhs/gov/departments/dph</a> Search MOLST</td>
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<td>- The Massachusetts MOLST form and Clinician checklist for using the form</td>
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<td>- Differences between MOLST and a health care proxy form</td>
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<td>- MOLST training resources for health professionals</td>
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<tr>
<td>- Patient and family education materials</td>
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<tr>
<td>- MOLST video (13 minutes) featuring MA patients, health providers and others</td>
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<th>POLST Paradigm</th>
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<tr>
<td>- History and explanation of the POLST paradigm</td>
<td><a href="http://www.polst.org">www.polst.org</a></td>
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<tr>
<td>- Descriptions of POLST paradigm programs and forms from other U.S. states</td>
<td></td>
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<tr>
<td>- National POLST Task Force information, contacts and resources</td>
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<tr>
<td>- POLST research, references, legal, policy, spiritual and cultural perspectives</td>
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<tr>
<th>Massachusetts support for MOLST</th>
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<tr>
<td>- Massachusetts Department of Health and Human Services</td>
<td><a href="http://www.mass.gov">www.mass.gov</a> Search MOLST and then search by topic</td>
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<td>o Circular Letter about MOLST</td>
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<td>o Health Care Quality and Cost Council Expert Panel 2010 Report on End of Life Care - <em>Patient Centered Care and Human Mortality</em></td>
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<tr>
<td>o Final report and recommendations from MOLST demonstration program</td>
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<tr>
<td>o Office of Emergency Medical Services MOLST information</td>
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<tr>
<td>- Massachusetts Medical Society audio recording of December 2011 MOLST webinar by Dr. Susan Block</td>
<td><a href="http://www.massmed.org">www.massmed.org</a></td>
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### Institutional Readiness Meetings

**Who to Engage**

Meet with the people inside your institution *with whom you will need to cooperate* to implement MOLST. Depending on your institutional setting, these may include some of the people listed below:

**Leadership, for example:**
- President/CEO/Executive Director
- Chief Medical Officer, Medical Director
- Medical Group President/Director
- Chief Nursing Officer, Director of Nursing
- Chief Quality Officer
- Chief Information Officer
- Board of Directors

**MOLST Signers:** Physicians, Nurse Practitioners, Physician Assistants, Dept. Chairs, Physician Groups, etc.

**Nurses, for example:** Associate CNOs; Nurse Managers, Nurse Educators, Resource Nurses, Nurses working in specialty areas most relevant to MOLST (e.g. Emergency, Critical care, Dialysis, etc.) and/or other Nurses in leadership or related roles.

**Others, for example:** Directors and Staff from: Rehabilitation; Pastoral Care; Ethics; Social Work; Care Coordination; Interpreter Services; Health Info. Management; Patient Access Services; Marketing & Communications; Legal Services; Risk Management; Patient Experience; Quality Improvement.

### Suggested Content for Readiness Meetings

**Suggested talking points**

- Per DPH recommendation, MOLST has begun expansion throughout Massachusetts.
- MA EMTs are currently required to honor valid MOLST forms per (OEMS) protocol; MOLST forms will begin to arrive with patients in the ED and throughout departments and facilities.
- Introductory info about MOLST (in brief – these meetings are not a substitution for training).
- Similarities/differences from CC/DNR and health care proxy forms.
- Projected timeline for implementation in the institution and launch date (form goes into use).
- MOLST contacts in the institution (e.g. Clinical Champion, Task Force members, etc.).
- MOLST website address ([www.molst-ma.org](http://www.molst-ma.org)) for additional information and resources.

If time permits, show the following presentations; if not, encourage others to view them on their own.

- “MOLST 101” for health professionals at: [http://www.molst-ma.org/molst-training-line](http://www.molst-ma.org/molst-training-line)
- 13 minute video about MOLST in Massachusetts at: [http://www.molst-ma.org/molst-stories](http://www.molst-ma.org/molst-stories)

**Suggested Handouts:**

- Sample MOLST form - [www.molst-ma.org/sites/molst-ma.org/files/final_MOLST_expansion_form_with_sample%20%281%29.pdf](http://www.molst-ma.org/sites/molst-ma.org/files/final_MOLST_expansion_form_with_sample%20%281%29.pdf)
- FAQ for Health Professionals - [www.molst-ma.org/health-care-professionals/faq](http://www.molst-ma.org/health-care-professionals/faq)

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1 Consider whether there may be others from partner institutions with whom you should meet.

2 Tailor content for each meeting per participant’s disciplines, training, expertise, areas of interest, roles and responsibilities within the institution, and time allotted for the meeting.
TOOL 1-6

Key Membership for MOLST Task Force

Leadership

- Medicine: CMO or representative
- Nursing: CNO or representative
- Quality: CQO or representative
- Patient Experience: CXO or representative
- Information Technology: CIO or representative

Medical and Nursing Staff representation

- Specialists
- Emergency Medicine
- Critical Care
- Palliative Care
- Hospitalists
- Dialysis
- Pediatrics
- Geriatrics
- Psychiatry
- Primary Care

Other Staff representation

- Care Coordination/Case Management
- Social worker/Psychologist
- Child Life Specialist
- Chaplaincy/Pastoral Care
- Health information management
- Risk Management
- Ethicist/Ethics Committee
- Patient Experience staff
- Legal services

Patients and Families representation

- Patient & Family Representatives
- Patient & Family Council Members
Step Two: Development – Overview

MOLST Development activities within an institution may require between 3-6 months or longer for completion. If MOLST is being implemented in multiple locations, also consider whether and how to carry out the key Development tasks in each locale and plan accordingly.

Key tasks for Development include:

1) Convening the MOLST Task Force
2) Developing MOLST policy and procedures specific to your institution
3) Developing an institutional training plan

**Tool 2–1 Development Task Checklist** - Outline of recommended activities for Development

**Tool 2–2 Glossary of Terms Related to Planning for Advanced Illness** - Definitions of words and terms often used in planning for care of Advanced Illnesses

**Task 1: Convening the MOLST Task Force**

The role of the MOLST Task Force is to provide input, leadership and legwork for implementing MOLST within the institution. After forming the Task Force (see Step One: Preparation), the Clinical Champion should keep the Task Force engaged in a series of well-planned meetings and activities, to develop and execute a site-level MOLST implementation work plan.

*It is important to note* that Task Force members may be able to contribute in significant ways to MOLST Development by taking on leadership for specific tasks, for example, developing MOLST policy, delivering MOLST training sessions, etc.

**Tool 2–3 Considerations for MOLST Implementation**

**Tool 2–4 MOLST Implementation Sample Work Plan**

**Task 2: Developing MOLST Policy and Procedures**

*Adequate time must be invested in the preparatory work of developing MOLST policies, procedures and approval processes.* - From “Lessons Learned, MOLST Demonstration Program Recommendations for Statewide Expansion, Pilot Results 2011”
The task of developing MOLST policy and procedures is guided by the Clinical Champion and MOLST Task Force. It is carried out: 1) in the context of the institution’s usual policy development processes, and 2) in collaboration with other institutional personnel that are responsible for policy development.

**Every clinical care institution must develop a MOLST policy of its own.**

While many sample MOLST/POLST policies exist as resources\(^3\) and can be a good starting point, other institutions’ policies will not be exactly appropriate for your institution. *Especially policies from other states must be referred to with caution*, since their laws and regulatory climate may be very different from Massachusetts.

Before writing new MOLST policy, identify and review policies or procedures that already exist within your institution that are salient to MOLST, e.g. guidance about medical decision-making; health care proxy; advance care planning; limitations on treatment/DNR/DNI; informed consent; surrogate decision-makers; withdrawal of treatment; goals of care discussions, etc.

It may be possible or necessary to incorporate MOLST into current policies and procedures *in addition to or instead of* creating a new MOLST policy.

**Task 3: Developing the MOLST Education and Training Plan**

*Ensuring that health care professionals understand the purpose and the use of MOLST is essential to implementation. Numerous questions arose in the course of MOLST training, not only about the use of the form but also about medical decision-making and communicating with patients about end-of-life issues. Successful implementation therefore requires not only disseminating information but also providing opportunities for trainees to ask questions...and dialogue about their concerns.* - “Lessons Learned, MOLST Demonstration Program Recommendations for Statewide Expansion, Pilot Results 2011”

Training is necessary – not only for the physicians, nurse practitioners and physician assistants who will sign MOLST forms, but also for any other personnel, clinical and non-clinical, who provide care and support to patients with advanced illnesses and their families, and/or administrative support for documenting and facilitating the transfer of MOLST forms.

\(^3\) Those provided in this tool kit and others online at: [www.ohsu.edu/polst/resources/policy.htm](http://www.ohsu.edu/polst/resources/policy.htm) and at [www.compassionandsupport.org/index.php/for_professionals/molst_training_center/implementation_resources](http://www.compassionandsupport.org/index.php/for_professionals/molst_training_center/implementation_resources)
## STEP TWO: DEVELOPMENT TOOLS

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## TOOL 2-1  Development Task Checklist

### TASK 1: CONVENE INSTITUTIONAL TASK FORCE (Clinical Champion)
- 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 members/others as appropriate, with clearly defined accountability and timelines
- Maintain communication among, and participation of Task Force members

### TASK 2: DEVELOP INSTITUTIONAL POLICY & PROCEDURE (Clinical Champion and/or Designee)
- Review Sample MOLST Policies (use caution if referring to policies from other states)
- Identify existing institutional policies related to MOLST, e.g.
  - Medical Decision Making
  - Advance Care planning/Health Care Proxy
  - Limitations on life sustaining treatments (DNR, DNI)
  - Informed Consent
  - Surrogate Decision Maker
  - Withdrawal of Treatment
  - Goals of Care discussion
  - Honoring prescriptions/orders from out of state
- Develop your own institutional MOLST Policy and Procedures
- Submit for your institution’s review process as appropriate
- Finalize Policy and Procedures
- Alert workforce of Policy and 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, Dialysis, 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
- Establish plan for ongoing training of new personnel
**Advance care planning (ACP)** is an ongoing process of discussing and clarifying the current state of a person’s goals, values and preferences for future medical care. The discussion often, but not always, leads to the signing of documents known as advance directives. A health care proxy is the only advance directive authorized by Massachusetts statute.

**Advance directive (AD)** is a general term referring to a written document for future medical care in the event that a person loses capacity to make health care decisions (i.e. becomes “incapacitated.”). It sometimes results from the process known as advance care planning. A health care proxy or a living will is considered to be an advance directive.

**Artificial hydration and nutrition (AHN)** is a medical treatment that supplements or replaces ordinary eating and drinking by giving a chemically balanced mix of nutrients and/or fluids through a tube placed directly into the digestive tract (enteral); or through a tube directly into a vein (parenteral).

**Cardio-pulmonary resuscitation (CPR)** is a set of medical procedures that attempt to restart the heartbeat and breathing of a person who has no heartbeat and has stopped breathing. Such procedures may include pressing on the chest to mimic the heart’s functions and cause blood to circulate; insertion of an airway into the mouth and throat, or insertion of a tube into the windpipe; artificial ventilation such as mouth-to-mouth or other mechanically assisted breathing; the use of drugs to stimulate the heart; and/or electric shock (defibrillation) to stimulate the heart. CPR can be life-saving in certain cases for otherwise healthy people but is much less effective when a person has a serious chronic illness.

**Comfort Care/Do Not Resuscitate Verification protocol (CC/DNR)** is a followed by emergency medical service (EMS) personnel when encountering an authorized CC/DNR Verification Form outside of a hospital setting. The CC/DNR protocol directs that a patient in respiratory or cardiac distress be made as comfortable as possible, but that no resuscitative measures be attempted.

**Decision-making capacity** refers to the ability to make and communicate meaningful decisions based upon an understanding of the relevant information about options and consideration of the risks, benefits, and consequences of the decision. The ability to understand other unrelated concepts is not relevant. Capacity can vary according to the task: it may be possible for an individual to appoint a health care agent, for example, yet not make a decision about a medical procedure. Capacity should be assessed routinely, and it is not the same as competence, which is a legal determination made in court. In Massachusetts the determination of a patient’s lack of capacity must be made by a physician in writing before a health care proxy can be put into effect.

**Dialysis** is the process of filtering the blood through a machine via two small tubes inserted into the body in order to remove waste products from the body in the way that the kidneys normally do. Dialysis can be done temporarily in order to allow the kidneys time to heal or it can be done on a longer term basis in order to prolong life.

**Do Not Hospitalize orders (DNH)** are medical orders signed by a physician that instruct health care providers not to transfer a patient from a setting such as a nursing facility (or one’s home) to the hospital unless needed for comfort.

**Do Not Intubate orders (DNI)** are medical orders signed by a physician that instruct health care providers not to attempt intubation or artificial ventilation in the event of respiratory distress.

**Do Not Resuscitate orders (DNR)** are medical orders signed by a physician that instruct health care providers not to attempt cardio-pulmonary resuscitation (CPR) in the event of cardiac and respiratory arrest.

**Durable Power of Attorney for Health Care** is a term used in some states for a health care proxy. (See definition below.)

**Guardian** is a court-appointed individual granted authority to make certain decisions regarding the rights of a person with a clinically diagnosed condition that results in an inability to meet essential requirements for physical health, safety or self-care. In
Massachusetts not every guardian has authority to make health care decisions. If a health care proxy is in effect, a healthcare
decision of the agent takes precedence over that of the guardian (absent an order of the court to the contrary). Further, guardians
who do have authority to make health care decisions may be subject to limitations on their authority to make decisions regarding
life-sustaining treatments.

**Health care agent** is a trusted person, officially appointed, who speaks on behalf of a person 18 years of age or older who is unable
to make or communicate health care decisions. In Massachusetts this person is appointed in advance via a health care proxy. The
agent is called upon only if the doctor determines in writing that a patient lacks capacity to make health care decisions. Unless
otherwise limited by the person, the agent has all the rights that the patient has with regard to medical decision-making, including
the rights to refuse treatment, to agree to treatment, or to have treatment withdrawn. Decisions should first be made based on the
patient’s stated wishes, if known; or if unknown, an interpretation of what the patient would have wanted; or finally, an assessment
of the patient’s best interest.

**Health care proxy (HCP)** is a document in which a person appoints a health care agent to make future medical decisions in the event
that the person becomes incapacitated. This may be an outcome of the advance care planning process and is expressly authorized
in Massachusetts by statute (MGL 201D).

**Hospice** is a philosophy of holistic end of life care and a program model for delivering comprehensive palliative care to persons who
are in the final stages of terminal illness and their loved ones in the home or a home-like setting. Hospice provides palliative care in e
last months of life. It involves a team-oriented approach that is tailored to the specific physical, psycho-social and spiritual needs of
the person and includes support to the family during the dying process. Hospice also provides bereavement support after death
occurs.

**Life-sustaining treatment** refers to medical procedures such as cardio-pulmonary resuscitation, artificial hydration and nutrition,
and other medical treatments intended to prolong life by supporting an essential function of the body in order to keep a person
alive when the body is not able to function on its own.

**Living will (LW)** is a document in which a person specifies future medical treatments in the event of incapacity, usually at end of life
or if one becomes permanently unconscious, in a persistent vegetative state or “beyond reasonable hope of recovery.” Since there is
no statute in Massachusetts that expressly authorizes living wills they are not considered to have legal authority. They may, however, be used as evidence of a person’s wishes.

**Medical (or Physician’s) Orders for Life-Sustaining Treatment (MOLST /POLST)** is a document intended for seriously ill patients
that stipulates wishes for life-sustaining treatment based on the patient’s current condition. A MOLST form becomes effective
immediately upon signing and is not dependent upon a person’s loss of capacity. It does not take the place of a health care proxy.
Consideration of MOLST may be an outcome of the advance care planning process.

**Palliative care** is a comprehensive approach to treating serious illness that focuses on the physical, psycho-social and spiritual needs
of the patient. The goal of palliative care is to prevent and relieve suffering and to support the best quality of life for patients and
their families through such interventions as managing pain and other uncomfortable symptoms, assisting with difficult decision-
making, and providing support, regardless of whether or not a patient chooses to continue curative, aggressive medical treatment.
### Considerations for MOLST Implementation

#### PATIENT ARRIVES WITH A MOLST FORM
- Who will receive the MOLST form? Who usually admits a new patient/resident?
- Where will the MOLST form be kept? Where will copies be kept?
- How will patients’ MOLST be reviewed and written into orders by clinicians? Within what timeframe?
- What if a life-sustaining treatment decision is needed before the MOLST has been written into institutional orders?
- How will the MOLST instructions be relayed among care staff? (E.g. treatment preferences, calling 9-1-1, etc.)![](https://via.placeholder.com/150) (Within the institution? Across care settings?)
- When a patient/resident transfers to another locale/level of care, who will be responsible for sending the MOLST with them?
- Who can “champion” the MOLST process at sites/departments/units/on floors?
- How will conflicts be managed if family members or others disagree with a patient/resident’s MOLST? (When the patient/resident has capacity? When the patient/resident doesn’t have capacity?)
- What barriers might prevent personnel from honoring a patient/resident’s MOLST instructions? How can these be prevented?

#### NEW MOLST ORDERS
- Should patients/residents/caregivers/family members be generally informed about MOLST? If so, how?
- What will “trigger” clinicians to discuss MOLST with patients/residents/families/caregivers?
- To whom do patients/residents usually express preferences about life-sustaining treatment? Family, nurses, clinicians?
- How/where are such discussions documented? Should MOLST discussions be documented the same place?
- If the patient/resident expresses that they want treatment, how will this trigger a MOLST form? (Preferences to receive treatment that is routinely given do not usually result in medical orders, but should now be documented on a MOLST form).
- When will the actual MOLST form be filled out? Immediately upon discussion, or at discharge or transfer?
- Where will blank MOLST forms be kept? How will original forms get printed on “hot pink” colored paper? Where will related educational materials be accessible? For health professionals? For patients/residents/family members/others?
- If MOLST is discussed, but the patient/resident decides not to use MOLST, how will this be documented?
- If a MOLST form is completed, where will it be kept? Copies? Who else will get copies (e.g. PCP?)
- How will the MOLST be periodically re-discussed with the patient/resident/health care agent? By whom?
- Will periodic reviews be built into the patient/resident’s regular care?
- If patients/residents are transferred to a different care setting, how will the MOLST be sent with them?
- How will MOLST instructions be communicated among the healthcare team? (Within the institution? Across care settings?)

#### STAFF TRAINING
- Who needs MOLST training? Which staff? Which departments? Which disciplines?
- How will staff be motivated to attend? Will training be required? Will staff be compensated? Will CEUs/CMEs be attached?
- Should a “champion” be designated per site/floor? Who would that be? What would be their role?
- What other essential, site-specific information should be included with the training?
- How will new employees be trained? Can this be built into existing new-hire training?
- If staff has questions about MOLST, where (or to whom) will they look for information or consult?
### MOLST Implementation Sample Work Plan

**Meeting Participants:** Clinical Champion(s), Task Force members, key stakeholders or advisors or special invitees

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>MATERIALS</th>
<th>TASK ASSIGNMENTS</th>
<th>TIMELINE</th>
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</thead>
<tbody>
<tr>
<td><strong>Task Force Meeting #1: Introduction and Orientation</strong></td>
<td>Sign-in sheet</td>
<td>MOLST overview materials from <a href="http://www.molst-ma.org">www.molst-ma.org</a></td>
<td>Implementation Work plan</td>
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<tr>
<td>□ Overview of MOLST, statewide expansion and expectations for institutional implementation</td>
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<tr>
<td>□ Status of institutional support and site readiness</td>
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<tr>
<td>□ Review MOLST form and related documents</td>
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<tr>
<td>□ Q &amp; A about MOLST and site implementation (Track questions or issues that need answers)</td>
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<tr>
<td>□ Discuss members’ role/responsibilities</td>
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<tr>
<td>□ Discuss proposed timeline for implementation</td>
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<tr>
<td>□ Identify others who should be on the Task Force</td>
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<td>□ Schedule 4-5 dates for Task Force meetings</td>
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<tr>
<td><strong>Task Force Meeting #2: Implementation planning</strong></td>
<td>Considerations for Site-Level Implementation</td>
<td>MOLST policy/draft (if available)</td>
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<tr>
<td>□ Plan logistics of how implementation will work (who/what/when/where/how)</td>
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<td>□ Identify possible barriers and challenges</td>
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<tr>
<td>□ Identify additional necessary steps/activities needed before implementation</td>
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<td>□ Draft a timeline for implementation</td>
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<td>□ Determine how implementation will be coordinated/monitored/supported</td>
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<tr>
<td>□ Discuss status of institutional policy/protocol development</td>
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<tr>
<td><strong>Task Force Meeting #3: Training planning</strong></td>
<td>MOLST training materials</td>
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<tr>
<td>□ Determine who at institution needs training</td>
<td>List/org chart of departments, contacts, etc.</td>
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<tr>
<td>□ Review MOLST training materials</td>
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<tr>
<td>□ Determine types/levels of training needed per audience/participant groups</td>
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<tr>
<td>□ Determine best vehicles/venues for training (for start-up and ongoing venues for sustainability)</td>
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<tr>
<td>□ Identify potential trainers and trainer preparation</td>
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<td>□ Determine whether patient/family education and outreach is needed and how to deliver</td>
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<td>□ Review consumer education materials</td>
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<tr>
<td><strong>Task Force Meeting #4: Evaluation</strong></td>
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<td>□ Determine evaluation plan and tools</td>
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<tr>
<td>□ Discuss how evaluation activities will be implemented</td>
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<tr>
<td>□ Identify existing evaluation measures/processes (that could potentially incorporate MOLST)</td>
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<tr>
<td><strong>Task Force Meeting #5: Next Steps</strong></td>
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<tr>
<td>□ Identify outstanding tasks and assign activities</td>
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<tr>
<td>□ Determine need/tasks for additional Task Force meetings and schedule meetings if needed</td>
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<tr>
<td>Implement MOLST on agreed-upon go-live date</td>
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Every clinical care institution implementing the MOLST process and form must develop MOLST policy of its own.

While many sample MOLST/POLST policies exist as resources and can be a good starting point (some are provided in this tool kit); other institutions’ policies will not be exactly appropriate for your institution.

Especially policy samples from other states must be referred to with caution, since their laws and regulatory climate may be very different from Massachusetts.

- Establish MOLST policy in accordance with existing institutional policy-development procedures
- Engage support from and/or delegate MOLST policy development to personnel that is already familiar with policy development within the institution
- Engage and involve administrative leadership and committees in MOLST policy development
- Engage appropriate medical staff leadership and committees in MOLST policy development (medical staff bylaws or rules and regulation should be reviewed and revised if necessary)
- Refer to specific and related policies on matters such as determination of decision making capacity and of a legally recognized health care decision maker (health care proxy); advance care planning; limitations on treatment/DNR/DNI; informed consent; withdrawal of treatment; goals of care discussions, etc.
- Identify and update existing related policies to accommodate MOLST
- Determine how key personnel will be informed and trained about the new MOLST policy
- Refer to other sample MOLST policies as a starting point. (See Tools 2-6 and 2-7; find other sample policies at www.ohsu.edu/polst/resources/policy.htm and at www.compassionandsupport.org/index.php/for_professionals/molst_training_center/implementation_resources)

4 Adapted from Model Policies for General Acute Care Hospitals and Skilled Nursing Facilities, California Coalition for Compassion (www.capolst.org/_pdf/professionals/POLST_PolicyCoverMemo.pdf)
Caution: This policy is provided as a sample only and should not be used exactly as it appears here for any institution’s MOLST policy. Every Massachusetts clinical care institution is expected to create a unique MOLST policy that is appropriate for their institution, health care system and state.

PURPOSE

The purpose of this policy is to define a process for general acute care hospitals to follow when a patient presents with a MOLST form. This policy also outlines procedures regarding the completion of a MOLST form by a clinician and patient, and necessary steps for re-discussing or revising a MOLST form.

PREAMBLE

The Medical Orders for Life-Sustaining Treatment (MOLST) form should be executed as one possible outcome of the health care planning process and broader advance care planning conversations. The MOLST form is a medical order form that converts an individual’s preferences regarding life-sustaining treatment into Medical Orders. It is designed as a statewide mechanism for an individual to communicate his or her wishes about a range of life-sustaining treatments across health care settings. It is designed to be a portable, valid and immediately actionable medical order that is consistent with the patient’s preferences and current medical condition, which shall be honored across treatment settings.

The MOLST form:

- Is a standardized form that is clearly identifiable;
- Is used voluntarily and can be revised or revoked at any time;
- Is recognized as a valid medical order;
- Is recognized and honored across treatment settings;
- Is an expansion of the Massachusetts Comfort Care/Do Not Resuscitate verification protocol, although MOLST is more comprehensive in that it addresses preferences to receive or not receive other life-sustaining treatment in addition to resuscitation; and,
- Should be made available for suitable patients who wish to execute a MOLST form while they are in the general acute care hospital.

A clinician is not required to initiate the MOLST process and form, but is encouraged to treat a patient in accordance with his or her MOLST form instructions. As outlined in the following procedures, the clinician will review the MOLST and incorporate the content of the MOLST into the patient’s care and treatment plan. This does not apply if the MOLST requires medically ineffective health care or health care contrary to generally accepted health care standards.

A legally recognized health care agent or guardian may execute, revise or revoke the MOLST form for a patient to the extent permitted by Massachusetts law. This policy does not address the criteria or process for determining or appointing a legally recognized health care agent, nor does it address the criteria or process for determining decision-making capacity. Legal counsel should be consulted with questions about a health care agent’s or guardian’s authority.

While a health care provider such as a nurse or social worker may explain a MOLST form to the patient and/or the patient’s legally recognized health care decision maker, an attending clinician is responsible for discussing the efficacy or appropriateness of the

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5 (Additional sample policies can be found at www.ohsu.edu/polst/resources/policy.htm and at www.compassionandsupport.org/index.php/for_professionals/molst_training_center/implementation_resources)

6 The official MOLST form for Massachusetts can be seen at: www.molst-ma.org. A photocopy of the form is also valid.

7 A clinician may conduct an evaluation of the individual and, if possible, in consultation with the individual, or the individual’s legally recognized health care agent, issue a new order consistent with the most current information available about the individual’s health status and goals of care.

8 “Legally recognized health care agent” is the person’s designated healthcare agent as assigned by a Massachusetts health care proxy form. A guardian can sign to the extent permitted by Massachusetts law. Consult legal counsel with questions about a guardian’s authority.

9 Hospitals should refer to Commonwealth law and/or their own legal department regarding determination of decision-making capacity, and of a legally recognized health care agent.

10 “Clinician” means a licensed physician, nurse practitioner or physician assistant.
treatment options with the patient, or if the patient lacks decision-making capacity the patient’s legally recognized health care agent.

Once the MOLST form is completed, it must be signed by the patient, or if the patient lacks decision-making capacity the patient’s legally recognized health care agent, AND the attending clinician.

The MOLST form is intended for the voluntary use of patients approaching the end of life due to a serious medical condition, including but not limited to: chronic progressive disease (including dementia); life-threatening illness or injury; medical frailty; or any patient whose doctor would consider discussing DNR status with them or who would not be surprised if the patient died during the next year. Completion of a MOLST form should reflect a prior process of careful shared decision-making by the patient, or if the patient lacks decision-making capacity the patient’s legally recognized health care agent, in consultation with the clinician about the patient’s current medical condition, prognoses, values and goals of care.

GENERAL ACUTE CARE HOSPITAL SAMPLE PROCEDURES

I. Patient in Emergency Department with a Completed MOLST Form

1. During the initial patient assessment, document the existence of the MOLST form and confirm with the patient, if possible, or if the patient lacks decision-making capacity the patient’s legally recognized health care agent, that the MOLST form in hand has not been voided or superseded by a subsequent MOLST form.

2. A nurse or designated staff member will communicate to the emergency department clinician caring for the patient the existence of the MOLST.

3. MOLST orders will be honored by health care providers as a valid medical order until the emergency department clinician reviews the MOLST form and incorporates the content of the MOLST into the care and treatment plan of the patient, as appropriate. The clinician should document his/her review of the MOLST in the medical record.

4. If the emergency department clinician, upon review of the MOLST and evaluation of the patient, determines that a new order is indicated, he/she shall review the proposed changes with the patient and/or legally recognized health care agent, and issue a new order consistent with the most current information available about the patient’s health status, medical condition, treatment preferences and goals of care. The clinician should document the reasons for any deviation from the MOLST in the medical record.

5. Discussions with the patient and/or the patient’s legally recognized health care agent regarding the MOLST and related treatment decisions should be documented in the medical record.

6. Copy the MOLST form for the medical record and/or scan into the electronic medical record.

7. Place appropriate hospital patient information label (e.g. addressograph) on the copy of the MOLST form where indicated (in the upper right corner of the front page of the form) and write “COPY” on the form and the date copied.

8. Place the current original MOLST form in the appropriate and prominent section of the patient’s medical record. The date and time the order is placed in the medical record must be documented.

9. If the patient is discharged from the Emergency Department, return the current original MOLST form to the patient and document such action.

10. If the patient is admitted to an inpatient unit, send the current original MOLST with the patient to the inpatient unit.

11 Hospitals should designate by policy the specific staff responsible for this action.

12 Hospitals should designate by policy the specific staff responsible for this action.

13 A clinician may conduct an evaluation of the individual and, if possible, in consultation with the individual, or the individual’s legally recognized health care agent, issue a new order consistent with the most current information available about the individual’s health status and goals of care.

14 Hospitals may choose an alternative process that differs in the basic principle of whether the original MOLST should be included in the medical record or treated as “personal property” and secured by another mechanism. For example, “Place the copy of the MOLST form in the front of the patient’s chart and keep original with the patient’s other personal property.”
II. Patient Admitted with a Completed MOLST Form

1. During the initial patient assessment, document the existence of the MOLST form\(^{15}\), and confirm with the patient, if possible, or if the patient lacks decision-making capacity the patient’s legally recognized health care agent, that the MOLST form in hand has not been voided or superseded by a subsequent MOLST form.

2. A nurse, social worker or other designated staff member will communicate to the admitting clinician caring for the patient the existence of the MOLST\(^{16}\).

3. MOLST orders will be followed by health care providers as a valid medical order until the admitting clinician reviews the MOLST form and incorporates the content of the MOLST into the care and treatment plan of the patient, as appropriate\(^{17}\). The clinician should document his/her review of the MOLST in the medical record.

4. If the admitting clinician, upon review of the MOLST and evaluation of the patient, determines that a new order is indicated, he/she shall review the proposed changes with the patient and/or legally recognized health care agent, and issue a new order consistent with the most current information available about the patient’s health status, medical condition, treatment preferences and goals of care. The clinician should document the reasons for any deviation from the MOLST in the medical record.

5. Discussions with the patient and/or the patient’s legally recognized health care agent regarding the MOLST and related treatment decisions should be documented in the medical record.

6. Copy the MOLST form for the medical record and/or scan into the electronic medical record.

7. Place appropriate hospital patient information label (e.g. addressograph) on the copy of the MOLST form in the “Office Use Only” box and write “COPY” on the form and the date copied.

8. Place the current original MOLST form in the appropriate and prominent section of the patient’s chart\(^{18}\). The date and time the order is placed in the medical record must be documented.

9. Because the current original MOLST is the patient’s personal property, ensure its return to the patient, or legally recognized health care agent, upon discharge or transfer\(^{19}\).

10. At discharge, send the most current original MOLST with patient during any transfers to another health care facility or to home. Document in the medical record that the MOLST was sent with the patient at the time of discharge.

III. Completing a MOLST Form with the Patient

1. If the patient, or if the patient lacks decision-making capacity the patient’s legally recognized health care agent, wishes to complete a MOLST form, the patient’s clinician should be contacted. The clinician should discuss the patient’s medical condition, prognosis and treatment options with the patient or the legally recognized health care agent. The discussion should include information or statements the patient has made regarding his/her values and goals for end of life care and treatments. The benefits, burdens, efficacy and appropriateness of treatment and medical interventions should be discussed by the clinician with the patient and/or the patient’s legally recognized health care agent.

2. A health care provider such as a nurse or social worker can explain the MOLST form to the patient and/or the patient’s legally recognized health care agent, however, the clinician is responsible for discussing treatment options with the patient or the patient’s legally recognized health care agent and for co-signing the MOLST form with the patient or the legally recognized health care agent.

3. The above-described discussions should be documented in the medical record, and dated and timed.

\(^{15}\) Hospitals should designate by policy the specific staff responsible for this action.

\(^{16}\) Hospital should designate by policy the specific staff responsible for this action.

\(^{17}\) A clinician may conduct an evaluation of the individual and, if possible, in consultation with the individual, or the individual’s legally recognized health care agent, issue a new order consistent with the most current information available about the individual’s health status and goals of care.

\(^{18}\) Hospitals should designate by policy the specific staff responsible for this action.

\(^{19}\) Hospitals should designate by policy the specific staff responsible for this action.
4. The MOLST form is to be completed based on the patient’s expressed treatment preferences and current medical condition. If the patient lacks decision-making capacity and the MOLST form is completed with the patient’s legally recognized health care agent, it must be consistent with the known desires of and in the best interest of the patient.

5. In order to be valid, the MOLST must be signed by a clinician and by the patient, or if the patient lacks decision-making capacity the legally recognized health care agent.

6. Follow the instructions above for copying the MOLST form and putting it in the medical record.

7. Because the current original MOLST is the patient’s personal property, ensure its return to the patient, or legally recognized health care agent, upon discharge or transfer.

8. If patient will not be transferred or discharged for a period of time, place the completed current original MOLST in the appropriate and prominent section of the chart. Indicate that the patient has a MOLST on the Discharge Summary Form/Discharge Checklist. The current original MOLST will be sent with patient at time of discharge.

IV. Reviewing/Revising a MOLST Form

1. Discussions about revising or revoking the MOLST should be documented in the medical record, and dated and timed. This documentation should include the essence of the conversation and the parties involved in the discussion.

2. At any time the attending clinician and patient, or if the patient lacks decision-making capacity the patient’s legally recognized health care agent, together, may review or revise the MOLST consistent with the patient’s most recently expressed wishes. In the case of a patient who lacks decision-making capacity, the attending clinician and the patient’s legally recognized health care agent may revise the MOLST, as long as it is consistent with the known desires of and in the best interest of the patient.

3. During the acute care admission, care conferences and/or discharge planning, the attending clinician should review the MOLST when there is change in the patient’s health status, medical condition or when the patient’s treatment preferences change.

4. If the current MOLST is no longer valid due to a patient changing his/her treatment preferences, or if a change in the patient’s health status or medical condition warrant a change in the MOLST, the MOLST can be voided. To void MOLST, write “VOID” in large letters on both sides of the form. Sign and date this line.

5. If a new MOLST is completed, a copy of the original MOLST marked “VOID” (that is signed and dated) should be kept in the medical record directly behind the current MOLST.

V. Conflict Resolution

If the MOLST conflicts with the patient’s previously-expressed health care instructions, then, to the extent of the conflict, the most recent expression of the patient’s wishes govern.

If there are any conflicts or ethical concerns about the MOLST orders, appropriate hospital resources – e.g., ethics committees, care conference, legal, risk management or other administrative and medical staff resources – may be utilized to address the conflict.

During conflict resolution, consideration should always be given to: a) the attending clinician’s assessment of the patient’s current health status and the medical indications for care or treatment; b) the determination by the clinician as to whether the care or treatment specified by MOLST is medically ineffective, non-beneficial, or contrary to generally accepted health care standards; and c) the patient’s most recently expressed preferences for treatment and the patient’s treatment goals.

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20 Hospitals should designate by policy the specific staff responsible for this action.
Caution: This policy is provided as a sample only and should not be used exactly as it appears here for any institution’s MOLST policy. Every Massachusetts clinical care institution is expected to create a unique MOLST policy that is appropriate for their institution, health care system and state.

PURPOSE

The purpose of this policy is to define a process for skilled nursing facilities to follow when a resident is admitted with a Medical Orders for Life Sustaining Treatment (MOLST). This policy also outlines procedures regarding the completion of a MOLST form by a resident and the steps necessary when reviewing or revising a MOLST form.

PREAMBLE

The Medical Orders for Life-Sustaining Treatment (MOLST) form should be executed as part of the health care planning process and preliminary advance care planning conversations. The MOLST form is a medical order form that converts an individual’s wishes regarding life-sustaining treatment into Medical Orders. It is designed to be a statewide mechanism for an individual to communicate his or her wishes about a range of life-sustaining and resuscitative measures. It is designed to be a portable, valid and immediately actionable medical order consistent with the individual’s wishes and current medical condition, which shall be honored across treatment settings.

The MOLST form:
- Is a standardized form that is clearly identifiable;(1)
- Is used voluntarily and can be revised or revoked by an individual with decision-making capacity at any time;
- Is legally sufficient and recognized as a medical order;
- Is recognized and honored across treatment settings;
- Is an expansion of the Massachusetts Comfort Care/Do Not Resuscitate verification protocol, although MOLST is more comprehensive in that it addresses preferences to accept or refuse other life-sustaining treatment in addition to resuscitative measures; and
- Should be made available for residents who wish to execute a MOLST form while in the nursing facility.

A health care provider is not required to initiate the completion of a MOLST form, but is required to treat an individual in accordance with a MOLST form. This does not apply if the MOLST requires medically ineffective health care or health care contrary to generally accepted health care standards.(2)

A legally recognized health care agent or guardian (3) may execute, revise or revoke the MOLST form for a resident only if the resident lacks decision-making capacity. This policy does not address the criteria or process for determining or appointing a legally recognized health care agent, nor does it address the criteria or process for determining decision-making capacity.(4) Legal counsel should be consulted with questions about a health care agent’s or guardian’s authority.

* (Additional sample policies can be found at www.osu.edu/polst/resources/policy.htm and at www.compassionandsupport.org/index.php/for_professionals/molst_training_center/implementation_resources)

(1) The official MOLST form for Massachusetts can be seen at: www.molst-ma.org. A photocopy of the form is also valid.
(2) A clinician may conduct an evaluation of the individual and, if possible, in consultation with the individual, or individual’s legally recognized health care agent, issue a new order consistent with current information available about the individual’s health status and goals of care.
(3) Legally recognized health care agent is the person’s agent as designated by the Massachusetts healthcare proxy form or by another legal definition. A guardian can sign or revoke a patient’s MOLST form to the extent permitted by Massachusetts law. Consult legal counsel with questions about a guardian’s authority.
(4) Skilled nursing facilities should refer to MA law regarding determination of capacity and of a legally recognized health care agent or guardian.
While a health care provider (5) such as a nurse or social worker can explain the MOLST form to the resident and or the resident’s legally recognized health care agent, a clinician is responsible for discussing the efficacy or appropriateness of the treatment options with the resident, or if the resident lacks decision-making capacity, the resident’s health care agent.

Once the MOLST form is completed, it must be signed by the resident, or if the resident lacks decision-making capacity the resident’s legally recognized health care agent, AND the attending clinician.

MOLST is most suitable for voluntary use by residents approaching the end of life due to a serious medical condition, including but not limited to: chronic progressive disease (including dementia); life-threatening injury or illness; medical frailty; or any resident whose doctor would discuss DNR status with the resident or would not be surprised if the resident were to die during the next year.

Completion of a MOLST form should reflect a prior process of careful decision-making by the resident, or if the resident lacks decision-making capacity the resident’s legally recognized health care agent, in consultation with the clinician about the resident’s medical condition, prognoses, values and goals of care.

SKILLED NURSING FACILITY SAMPLE PROCEDURES

I. Resident Admitted with a Completed MOLST Form

1. The admitting nurse will note the existence of the MOLST form on the admission assessment and review the form for completeness (e.g. signed by resident or legally recognized healthcare agent, and by a clinician) and confirm with the resident, if possible, or the resident’s legally recognized health care agent, that the MOLST form in hand had not been revoked or superseded by a subsequent MOLST form. A completed, fully executed MOLST is a valid medical order, and is immediately actionable.

2. Once reviewed, the MOLST should be copied, and the current original form placed in the front of the resident’s chart, along with the resident’s advance directive if he/she has one. As the resident moves from one health care setting to another, the original MOLST should always accompany the resident.

3. Add the MOLST form to the resident’s inventory to ensure that when the resident is discharged or transferred, the current original MOLST will be sent with the resident.

4. The order to “Follow MOLST instructions” will be added to the resident’s admitting orders for clinician review. It is the attending clinician’s responsibility to review this order with respect to the resident’s wishes and goals of care, within 72 hours of admission whenever possible. The clinician will complete the review process by signing an order in the chart stating, “Follow MOLST instructions.” Thereafter, the orders will be renewed and reassessed on a periodic basis and as warranted by a change in the resident’s health status, medical condition or preferences.

5. The MOLST will be honored during the initial comprehensive assessment period (14 days) even if the attending clinician has not yet formally reviewed the form. If “Do Not Attempt Resuscitation” is indicated on the MOLST, follow the facility procedure for communication and documentation of DNR/DNAR.

6. MOLST may replace the “Comfort Care/Do Not Resuscitate” verification protocol, if consistent with facility policy.

7. If the MOLST conflicts with the resident’s previously-expressed health care instructions, then, to the extent of the conflict, the most recent expression of the resident’s wishes governs. (See “Conflict Resolution” for additional guidance.)

8. A qualified health care provider(7), preferably a registered nurse or social worker, may conduct an initial review of the MOLST with the resident, or if the resident lacks decision-making capacity the legally recognized health care agent, within the first required 14-day assessment period as part of the comprehensive assessment and care planning process.

9. If the resident, or when the resident lacks decision-making capacity the legally recognized health care agent, expresses concern about the MOLST form, or if there has been a change in the resident’s condition or wishes, then the attending clinician or medical director will be notified as soon as possible to discuss the potential changes with the resident, or if the resident lacks decision-making capacity the legally recognized agent.

10. The initial review and discussion about continuing, revising or revoking the MOLST should be documented in the medical record. This documentation should include the time and date of the discussion, the parties involved, the essence of the conversation, and plans for follow-up action if needed.

(5) “Clinician” means a licensed physician, nurse practitioner or physician assistant.

(6) Note: Individual skilled nursing facilities may adapt the model procedures in accordance with their existing structures and related policies.

(7) “Qualified” means that they have had training in the purpose and use of the MOLST form, and on the facility’s policy regarding implementing or reviewing the MOLST, including how to respond to questions from the resident and/or the resident’s legally recognized health care agent regarding the specific interventions described on the MOLST. And see 6 above regarding “health care provider.”
II. Reviewing/Revising the MOLST

1. The MOLST will be reviewed by the facility interdisciplinary team during the quarterly care planning conference, anytime there is a significant change (8) in the resident’s condition, and at any time that the resident, or if the resident lacks decision-making capacity the legally designated health care agent, requests it.

2. At any time, a resident with decision-making capacity can revoke the MOLST form or change his/her mind about his/her treatment preferences either verbally or in writing, or after consultation with the resident’s clinician, by completing a new MOLST form. The new MOLST form must be signed by the clinician and the resident and the revoked MOLST must be voided.

3. If a resident decides to revoke MOLST, the resident’s clinician should be notified and changes to the medical orders should be obtained as soon as possible to ensure that the resident’s wishes are accurately reflected in the plan of care.(9)

4. If the resident lacks decision-making capacity and the legally recognized health care agent wants to consider revising or revoking the MOLST form, he/she must consult the resident’s clinician before any change is made to the resident’s MOLST form (10). The legally recognized health care agent, together with the clinician, may revise the MOLST as long as it is consistent with the known desires of and in the best interest of the resident.

5. All discussions about revising or revoking the MOLST should be documented in the resident’s medical record. This documentation should include the time and date of the discussion, the parties involved, the essence of the conversation, and plans for follow-up action if needed.

6. To void MOLST, draw a line through the both sides of the form and write “VOID” in large letters. The original MOLST marked “VOID” should be signed and dated. Advise the resident and/or his or her family members or health care agent to destroy all photocopies of outdated MOLST forms.

III. Initiating a MOLST

1. If a resident (or if the resident lacks decision-making capacity, the legally recognized health care agent) wishes to complete a MOLST form during the resident’s stay, provide a MOLST form for the clinician and the resident or the resident’s legally designated health care agent to discuss, fill out and sign. Notify the resident’s clinician or the medical director that the resident, or the legally designated health care agent (if the resident lacks decision-making capacity), wishes to discuss the treatment options on the MOLST.

2. The clinician should discuss the benefits, burdens, efficacy and appropriateness of treatment and medical interventions with the resident, or if the resident lacks decision-making capacity the resident’s the legally recognized health care agent. A health care provider such as a nurse or social worker can explain the MOLST form to the resident and/or the resident’s legally recognized health care agent; however, the clinician is responsible for discussing treatment options with the resident and/or the resident’s legally recognized health care agent.

3. Follow facility procedures for issues brought to clinician’s attention to ensure follow-up on a resident’s request for MOLST.

4. Make a copy of the completed MOLST form. Mark it as “COPY” with the date the copy was made. File the copy in the appropriate section of the medical record. The current original MOLST form is considered the resident’s property and will be transferred with the resident upon discharge, so the copy is the only record that will remain with the facility.

5. Add the MOLST form to the resident’s inventory to ensure that the current original form is sent with the resident upon transfer or discharge from the facility.

6. Place the current original MOLST form at the front of the resident’s physical chart.

---

(8) “Significant change” as defined by the facility’s Resident Assessment Instrument

(9) Legally recognized health care agent is the person’s agent as designated by the Massachusetts healthcare proxy form or by another legal definition. A guardian can sign or revoke a patient’s MOLST form to the extent permitted by Massachusetts law. Consult legal counsel with questions about a guardian’s authority.

(10) The legally recognized health care agent of an individual without capacity shall consult the clinician who is, at that time, the individual’s treating clinician prior to making a request to modify that individual’s MOLST form.
IV. MOLST and the Medical Record (11)

1. The most current MOLST in its original format should be the first page of the medical record.
2. If the resident is transferred or discharged from the facility, the current original MOLST must accompany the resident.
3. A fully executed, dated copy of the MOLST, marked “COPY,” should be retained in the medical record in the appropriate section of the medical record.
4. All voided versions of the MOLST, clearly marked “VOID,” will be retained in the medical record.
5. Whenever the MOLST is reviewed, revised, and/or revoked, this will be documented in the medical record by the clinician and/or the health care provider(s) involved.
6. For facilities with electronic health records, the MOLST should be scanned in and placed in the appropriate section of the health care record per facility policy.

V. Conflict Resolution

If the MOLST conflicts with the resident’s other health care instructions, then, to the extent of the conflict, the most recent expression of the resident’s wishes govern. If there are any conflicts or ethical concerns about the MOLST orders, appropriate facility resources – e.g., ethics committees, care conferences, legal, risk management or other administrative and medical staff resources – may be utilized to address the conflict.

During conflict resolution, consideration should always be given to: a) the attending clinician’s assessment of the resident’s current health status and the medical indications for care or treatment; b) the determination by the clinician as to whether the care or treatment specified by MOLST is medically ineffective, non-beneficial, or contrary to generally accepted health care standards; and c) the resident’s most recently expressed preferences for treatment and the resident’s treatment goals.

(11) Facilities should decide the most appropriate filing system for MOLST depending on their specific medical records system and modify this model policy accordingly. The main considerations are: 1) that the most current MOLST be available in a location of prominence in order to increase awareness of its existence and promote compliance, and 2) that the current original MOLST must travel with the resident, so obtaining and filing of a copy is critical.
<table>
<thead>
<tr>
<th>RESOURCE</th>
<th>DESCRIPTION</th>
<th>TARGET AUDIENCE(S)</th>
<th>WHERE TO FIND IT</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOLST Overview for Health Professionals</td>
<td>PowerPoint presentation</td>
<td>Health Professionals</td>
<td><a href="http://www.molst-ma.org/Health">www.molst-ma.org/Health</a> Professionals/Training</td>
</tr>
<tr>
<td>MOLST Implementation Overview</td>
<td>PowerPoint presentation</td>
<td>Health Professionals</td>
<td><a href="http://www.molst-ma.org/Health">www.molst-ma.org/Health</a> Professionals/Training</td>
</tr>
<tr>
<td>MOLST form</td>
<td>Official form</td>
<td>General</td>
<td><a href="http://www.molst-ma.org/Home">www.molst-ma.org/Home</a> Page</td>
</tr>
<tr>
<td>Process when a patient has a MOLST form</td>
<td>What to do when a patient arrives with/has a MOLST form</td>
<td>Health professionals; emergency responders</td>
<td><a href="http://www.molst-ma.org/Health">www.molst-ma.org/Health</a> Professionals</td>
</tr>
<tr>
<td>Differences between MOLST and a Health Care Proxy Form</td>
<td>Table illustrating important differences between these forms</td>
<td>General</td>
<td><a href="http://www.molst-ma.org/Patients">www.molst-ma.org/Patients</a> &amp; Families</td>
</tr>
<tr>
<td>Glossary of End of Life Terms</td>
<td>Definitions of words and terms related to End-of-Life Planning and Care</td>
<td>General</td>
<td><a href="http://www.molst-ma.org/Health">www.molst-ma.org/Health</a> Professionals</td>
</tr>
<tr>
<td>MOLST video</td>
<td>13 minute overview</td>
<td>General</td>
<td><a href="http://www.molst-ma.org/Home">www.molst-ma.org/Home</a> page / DVD available from MOLST Program Office (Call 508-856-5890)</td>
</tr>
<tr>
<td>Frequently Asked Questions about MOLST (FAQ)</td>
<td>1-2 page document with responses to the most frequently asked questions about MOLST by audience</td>
<td>Health Professionals, EMTs/First Responders, Assisted Living Residences, Lawyers, Patients &amp; Families</td>
<td><a href="http://www.molst-ma.org/About">www.molst-ma.org/About</a> MOLST/Frequently Asked Questions or MOLST homepage</td>
</tr>
<tr>
<td>Other related training websites</td>
<td>Additional training resources about end of life care and palliative care</td>
<td>Health Professionals</td>
<td><a href="http://www.molst-ma.org/Health">www.molst-ma.org/Health</a> Professionals/Training</td>
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## TOOL 2-9 MOLST Training Plan Template

<table>
<thead>
<tr>
<th>Site, Unit or Department</th>
<th>Site, Unit or Department Contact name, phone, email</th>
<th>Participants (how many, disciplines, roles, etc.)</th>
<th>Trainer(s) name, phone, email</th>
<th>Training location, venue or address</th>
<th>Training materials and handouts</th>
<th>Method for inviting participants</th>
<th>Training date(s) and time(s)</th>
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<tbody>
<tr>
<td>Clinical: Faculty Fellows Residents Students</td>
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<td>Key staff by departments</td>
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<td>Emergency medical personnel</td>
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<td>Nursing: Educators Leaders Advanced Practice Staff/Floor</td>
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<td>Admissions</td>
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<td>Medical Records</td>
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<tr>
<td>Patient Care</td>
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<tr>
<td>Legal/lawyers</td>
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<tr>
<td>Patient &amp; Family Advisory Council</td>
<td></td>
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</table>
### Sample Training and Outreach Log

#### ACUTE CARE SITES

<table>
<thead>
<tr>
<th>Date</th>
<th>Trainer(s)/Presenter(s)</th>
<th>Duration</th>
<th>Location</th>
<th>Participants</th>
<th>Estimated # Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/3</td>
<td>CM</td>
<td>1 hour</td>
<td>Hospital A</td>
<td>Schwarz Rounds for Medical Residents (physicians) and nurses</td>
<td>50</td>
</tr>
<tr>
<td>2/16</td>
<td>MV</td>
<td></td>
<td>Hospital B</td>
<td>Care Coordinators, SW, pastoral staff, patient care services</td>
<td>14</td>
</tr>
<tr>
<td>2/17</td>
<td>MV</td>
<td></td>
<td>Hospital B</td>
<td>Care Coordinators, SW, pastoral staff, patient care services</td>
<td>16</td>
</tr>
<tr>
<td>2/19</td>
<td>MV, JA</td>
<td>30 min</td>
<td>Hospital B</td>
<td>Nurse Educators</td>
<td>24</td>
</tr>
<tr>
<td>2/24</td>
<td>MV</td>
<td>1 hour</td>
<td>Hospital B</td>
<td>Hospitalists</td>
<td>20</td>
</tr>
<tr>
<td>3/8</td>
<td>MV</td>
<td>10 min</td>
<td>Hospital B</td>
<td>Cardiology - mostly doctors</td>
<td>25</td>
</tr>
<tr>
<td>3/8</td>
<td>MV</td>
<td>20 min</td>
<td>Hospital B</td>
<td>G.I.</td>
<td>20</td>
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<tr>
<td>3/10</td>
<td>MV</td>
<td>10 min</td>
<td>Hospital B</td>
<td>Critical Care – mixed group</td>
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<tr>
<td>3/11</td>
<td>MV</td>
<td>15 min</td>
<td>Hospital B</td>
<td>Hem/Oncology</td>
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<tr>
<td>3/16</td>
<td>MV, JA</td>
<td>40 min</td>
<td>Hospital B</td>
<td>Pastoral care – “covering” clergy, not regular hospital staff</td>
<td>20</td>
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<tr>
<td>3/17</td>
<td>MV</td>
<td>30 min</td>
<td>Hospital B</td>
<td>Pulmonary – mostly doctors</td>
<td>40</td>
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<tr>
<td>3/18</td>
<td>MV</td>
<td>45 min</td>
<td>Hospital B</td>
<td>Open Nurse Practitioner meeting – NPs, maybe PAs, some lawyers</td>
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<tr>
<td>3/24</td>
<td>MV</td>
<td>Noon</td>
<td>Hospital B</td>
<td>Hospital medicine</td>
<td>20</td>
</tr>
<tr>
<td>3/29</td>
<td>MV, CM</td>
<td>15 min</td>
<td>Hospital B</td>
<td>Geriatrics – doctors and NPs – “nursing home” docs</td>
<td>20</td>
</tr>
<tr>
<td>3/30</td>
<td>MV, JA</td>
<td>1 hour</td>
<td>Hospital B</td>
<td>Barre Family Health Center</td>
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<tr>
<td>4/1</td>
<td>MV</td>
<td>30 min</td>
<td>Hospital B</td>
<td>Renal – doctors, NPs mostly</td>
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<tr>
<td>4/2</td>
<td>MV</td>
<td>15 min</td>
<td>Hospital B</td>
<td>Rheumatology – doctors, NPs mostly</td>
<td>15</td>
</tr>
<tr>
<td>4/16</td>
<td>MV</td>
<td>20 min</td>
<td>Hospital B</td>
<td>Infectious disease – doctors, NPs mostly</td>
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<tr>
<td>4/27</td>
<td>MV</td>
<td>30 min</td>
<td>Hospital B</td>
<td>General Medicine – primary care doctors and NPs, Hospitalists</td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Hospital B</td>
<td>Surgery (several groups)</td>
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</tr>
<tr>
<td>4/15</td>
<td>CM, DC</td>
<td>1.5 hour</td>
<td>Hospital B</td>
<td>Medical interpreters</td>
<td></td>
</tr>
</tbody>
</table>

**EMTs and First Responders**

<table>
<thead>
<tr>
<th>Date</th>
<th>Trainer(s)/Presenter(s)</th>
<th>Duration</th>
<th>Site or group</th>
<th>Participants</th>
<th>Estimated # Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/5</td>
<td>JA, MR</td>
<td>1 hour</td>
<td>CMEMS Region 2</td>
<td>EMTs and EMT trainers</td>
<td>50</td>
</tr>
<tr>
<td>3/6</td>
<td>JA</td>
<td>1 hour</td>
<td>City 1 fire department</td>
<td>EMTs and First Responders</td>
<td>20</td>
</tr>
<tr>
<td>4/12</td>
<td>JA</td>
<td>1 hour</td>
<td>City 2 fire department</td>
<td>EMTs and First Responders</td>
<td>18</td>
</tr>
<tr>
<td>4/20</td>
<td>JA</td>
<td>1 hour</td>
<td>City 3 fire department</td>
<td>EMTs and First Responders</td>
<td>12</td>
</tr>
</tbody>
</table>

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21 From 2010 MOLST Demonstration; Training and Outreach was also conducted via staff meetings and individual meetings at multiple local Nursing Homes, Hospice, and Home Health institutions.
Who is responsible for filling out MOLST forms with patients?

All clinicians in any setting should talk about advance care planning with patients and document patients’ treatment preferences as appropriate—regardless of specialty or length of relationship with the patient.

Such discussions may result in filling out a MOLST form, if medically indicated and desired by the patient.

1) BEFORE talking about MOLST:
   □ Talk to all patients, healthy or sick, aged 18 and older about the importance of signing a health care proxy
   □ When medically indicated, initiate advance care planning conversations with the patient*
   □ Determine if a patient may be suitable for MOLST based on his or her current medical status and prognosis

2) To INTRODUCE the option of using MOLST:
   □ Engage in discussions with the patient and his or her loved ones and/or representatives about the patient’s health condition, prognosis, values and goals of care
   □ Discuss the burdens and benefits of CPR, ventilation, hospitalization and other life-sustaining treatments; explain the potential outcome of each treatment based on the patient’s current medical condition
   □ Explore the patient’s expectations and hopes for treatment – especially what the patient would consider to be a successful or acceptable outcome of treatment, and discuss the patient’s treatment preferences
   □ Clarify that MOLST is a voluntary way to express preferences about life-sustaining treatments
   □ Explain that all patients are made as comfortable as possible as they are nearing the end of life

3) FILLING OUT the MOLST form with a patient:

   On Page 1
   □ Fill in Sections A, B, and C to reflect the patient’s preferences
   □ Instruct the patient, health care agent, or authorized representative* to fill in Section D completely
   □ Fill in Section E yourself (Both Sections D and E must be fully complete and legible for Page 1 to be valid).
   □ Fill in optional information as instructed at the bottom of Page 1, if appropriate for the patient

   On Page 2
   □ For Section F, explain the uses, benefits and burdens of each treatment and mark the patient’s* treatment preferences (or mark “Undecided” or “Did not discuss”)
   □ Talk with the patient* about what “other treatment preferences” to include if appropriate (e.g. use of blood products, antibiotics, hospice care)
   □ Instruct the patient, health care agent, or authorized representative* to fill in Section G completely
   □ Fill in Section H yourself (Both Sections G and H must be fully complete and legible for Page 2 to be valid).
   □ Explain that the MOLST form should be: 1) kept with the patient; 2) put where it is easy to find (e.g. on the refrigerator, door, at bedside); 3) taken with the patient (e.g. in a purse or wallet) outside the home
   □ Discuss decision-making about calling 911 in an emergency, based on the patient’s MOLST preferences
   □ Copy the MOLST form for the patient’s record and discuss who else needs a copy (e.g. health care agent)
   □ Re-discuss the contents of the MOLST form with the patient* whenever there is a significant change in the patient’s health status, treatment preferences or goals of care, health care setting, or level of care
   □ Void the MOLST form and fill in a new MOLST with updated instructions if one is desired by the patient*

* A health care agent can act on a patient’s behalf if the patient lacks capacity per a clinician’s written verification. If the patient has no appointed health care agent, a guardian or parent/guardian of a minor may be able to utilize MOLST on the patient’s behalf, to the extent permitted by MA law (consult legal counsel with questions about a guardian's authority).
Step Three: LAUNCH

Step Three: Launch

Once MOLST Preparation and Development are well underway in the institution – even if some of those tasks are continuing or ongoing, it is time to plan for the MOLST Launch.

The Launch date is the date that MOLST forms will go into use with patients.

This may be the same date that the institution’s MOLST Policy and Procedures goes into effect, or some time afterwards if more preparations are needed.

Key tasks for the MOLST Launch include:

4) Identify baseline data elements
5) Prepare to launch
6) Launch MOLST

Tool 3–1 Launch Task Checklist - Outline of all recommended activities for Launch

Task 1: Identify Baseline Data Elements

Prior to launch, institutions should identify what baseline data elements could be collected for later comparison to measure the impact of MOLST. These may include programmatic measures (staff uptake of MOLST use, application of MOLST data to the institution’s quality measures or reporting, etc.), as well as patient-level measures (changes in utilization of health care proxy forms, limitations of treatment orders, frequency of advance care planning discussions, etc.). Some data may be already collected within the institution, whereas others may require putting new processes in place to collect.

Tool 3–2 Examples of Baseline Data—Elements to consider measuring at baseline

22 Please note that specific suggestions and tools for incorporating evaluation measures to assess outcomes of MOLST use and to inform continuous quality improvement are the topics of Step Four – Evaluation and Step Five – Sustainability.
Task 2: Prepare to Launch
Prior to the Launch date, certain preparatory activities and notifications are recommended to promote a smooth MOLST implementation – not only for personnel and patients inside the institution, but also for the professionals, organizations and individuals that are part of the institution’s broader community.

Tool 3–3 Get the Massachusetts MOLST Form – where and how to download the form
Tool 3–4 Questions to Consider before Launch – for thinking about timeline, communication, etc.
Tool 3–5 Sample Notification of MOLST Launch – to inform other community stakeholders
Tool 3–6 Patient and Family Education Materials – resources and where to find them

Task 3: Launch MOLST
When MOLST launches, it is important to respond in a timely manner to any questions or concerns about MOLST use, and to continue making MOLST training and information available to staff.

If questions or issues emerge about which you are uncertain, please remember to utilize the many resources on the MOLST website at www.molst-ma.org.

In addition to troubleshooting implementation within the institution, there may be other small ways MOLST Champions can promote and encourage the uptake and appropriate use of MOLST.

Tool 3–7 Small Ways to Help MOLST Work – Ideas and tips from the MOLST demonstration program
STEP THREE: LAUNCH TOOLS

| 3-1 | Launch Checklist          |
| 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 |
TOOL 3-1 Launch Task Checklist

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)
- Inform MOLST Program Office of the Launch date and order blank MOLST forms
- Identify locale(s) for the 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
Baseline data is basic information gathered before a program begins. It is used later to provide a comparison for assessing program impact.

Before launching MOLST use with patients, institutions may want to identify potential baseline data elements and begin putting mechanisms and/or resources in place to collect data elements that might be expected to change with the introduction of the MOLST process and form use within the institution, community and state.

The following examples are data elements that were collected during the 2010 MOLST Demonstration program by participating implementation sites. These may be useful for institutions considering types of data that would be useful to track before, during and after MOLST implementation.

**MOLST Implementation**

- Number and types of staff trained about MOLST
- MOLST uptake per specific departments/units/services, etc.
- Number of MOLST forms ordered/used
- Percentages of MOLST forms signed by provider type (e.g. physicians; nurse practitioners; physician assistants)

**Patient Data**

- Total patients on the particular (hospital) service or in the particular program being reviewed
- Number of patient charts reviewed
- Ages of the patients
- Number of patients suitable for MOLST due to certain diagnoses and/or current health status
- Number of patients with health care proxies
- Number of patients with CC/DNR verification forms
- Number of patients with limitation of treatment while inpatient (e.g. DNR, DNI)
- Number of patient who discussed MOLST (or any limitations of treatment) with clinician
- Number of patients whose family members discussed MOLST with clinician
- Average number of discussions per patient before signing MOLST
- Number of patients who signed a MOLST form
- Number of MOLST forms signed by the patient
- Number of MOLST forms signed by the health care agent
- Number of patients that had CC/DNR forms and then signed MOLST
- Number of MOLST forms invalid and reasons why
- Number of patients with MOLST at discharge
- Number of MOLST forms voided
The MOLST form is available both to individual clinicians, and to Clinical Champions/clinical care institutions implementing use of the MOLST process and form.

MOLST forms should be ordered by institutions when the launch date is set. This is usually around the same date that the institutional MOLST policy goes into effect, and when training of personnel is nearing completion.

Instructions:


2) Be sure to access the correct form. The Massachusetts MOLST form is two pages, with the MADPH seal on page one and the footer “Approved by DPH 1-1-12” on both pages. Other MOLST forms may be available on line or already in circulation, including the 2010 MOLST Demonstration form and forms from other states (e.g. NY) that are pulsar pink and similar to the MA form.

3) Acquire a large supply of Pulsar Pink® colored paper on which to print original MOLST forms. Even if MOLST orders will be entered electronically within your institution, Pulsar Pink® colored original forms will be needed to filled out and signed with patients/residents at discharge or transfer. It is strongly recommended that MA MOLST forms be produced for patients on Pulsar Pink® colored paper to support portability and recognition of the MA MOLST form.

4) Determine the locations within the institution where supplies of the MOLST form should be stocked – to maximize availability when they are needed (e.g. discharge, different floors/units, emergency departments, critical care, etc.) and distribute blank forms accordingly.

5) Establish a plan for how supplies will be re-stocked as needed; large institutions may want to establish a “MOLST contact” in each location to be responsible for keeping forms available.
TOOL 3-4  Questions to Consider Before Launch

Timeline
- Will MOLST be launched institution-wide or staggered (e.g. in select pilot locations)?
- Which departments, sites, services or units could serve as good pilot locations?
- If implementation will be staggered, what is the timeline for launching MOLST in other locations?
- What is a target date for institution-wide implementation?

Staff Readiness
- Have all key personnel received MOLST training about MOLST?
- Are all key personnel aware of MOLST policy and procedures – especially as they relate to documentation?
- How/where will MOLST information or training resources be made available to staff if needed?
- Where will blank MOLST forms, health care proxy forms, patient education materials be kept?
- Should a “MOLST contact person” be designated per floor, unit, department, etc.? Who could the contact person be (e.g. floor nurse, care coordinator, etc.)? What additional preparation or support will the person need?
- If staff has questions about MOLST, where will they find information or assistance?

Communication
- How will the Launch date be communicated within the institution?
- What internal venues can be used to alert staff about the MOLST launch (e.g. meetings, posters, screen savers, bulletin boards, newsletters, Email notifications)?
- How will information about MOLST be relayed to patients and families?
- How will the Launch date be communicated outside of the institution?
- What other agencies, organizations, health providers, etc. should be alerted about the Launch?
- What community agencies, organizations, health providers are likely to come into contact with MOLST forms as our patients move from one care setting to another?
- What external venues can be used for communicating information about MOLST and the Launch date (e.g. media, professional newsletters, meetings, Email lists, conferences, etc.)?
**ALERT – MOLST to LAUNCH at (INSTITUTION NAME) on (DATE)**

Letterhead

Date

Salutation

We are writing to inform you that our institution will begin utilizing Medical Orders for Life-Sustaining Treatment (MOLST) with suitable patients/residents, effective (launch date).

You are receiving this packet because you or your organization may interact with our patients/residents who have recently completed a Massachusetts MOLST form—valid medical orders containing instructions about life-sustaining treatments to be honored by health professionals across care settings.

The use of MOLST in Massachusetts is authorized by the Massachusetts Department of Public Health and supported by the Boards of Registration in Medicine, Nursing, and Physicians Assistants as “an appropriate way to meet the standard of care for communicating patient’s treatment preferences at the end of life.”

Enclosed with this packet is a:

- MDPH Circular Letter DHCQ 12-3-560;
- Sample Massachusetts MOLST form;

To prepare for coming into contact with MOLST forms as patients move from one care setting to another, you may wish to:

- Review the Massachusetts MOLST website [www.molst-ma.org](http://www.molst-ma.org), which contains detailed information and resources, such as training tools, a variety of consumer information and other materials
- Appoint a “MOLST champion” in your own organization to prepare for receiving and honoring patients’ or clients’ MOLST forms
- Participate in MOLST implementation training (information available at [www.molst-ma.org](http://www.molst-ma.org))

Successful outcomes for patients with MOLST forms will require cooperation among all persons involved in providing their care and a commitment to understanding the process and intent of Medical Orders for Life-Sustaining Treatment. We encourage you to learn more by visiting [www.molst-ma.org](http://www.molst-ma.org).

Sincerely,

(Signer or signers)
<table>
<thead>
<tr>
<th>TOOL 3-6</th>
<th>Patient and Family Education Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOLST Website</td>
<td>Overview of the MOLST process and form and access to educational materials</td>
</tr>
<tr>
<td>MOLST Brochure</td>
<td>Hard copy tri-fold brochure with introductory information</td>
</tr>
<tr>
<td>FAQ - Patients and Families</td>
<td>Answers to “Frequently Asked Questions” from patients and their families</td>
</tr>
<tr>
<td>MOLST video</td>
<td>13 minute video with stories and comments about MOLST and end-of-life experiences from patients, family members, health providers, clergy and others</td>
</tr>
<tr>
<td>Sample MOLST form</td>
<td>The two-page Massachusetts MOLST form marked SAMPLE and not for actual use</td>
</tr>
<tr>
<td>Massachusetts Health Care Proxy form</td>
<td>Advance Directive form to be used by all adults in Massachusetts (18 years old and older), whether healthy or sick, to designate a health care agent</td>
</tr>
<tr>
<td>About the MOLST form</td>
<td>Explains the contents of the MOLST form and what patients and families should discuss with a physician, nurse practitioner or physician assistant before using MOLST</td>
</tr>
<tr>
<td>Difference between MOLST and a Health Care Proxy form</td>
<td>Both forms may be used as a part of advance care planning, but they are used at different times for different reasons</td>
</tr>
<tr>
<td>Glossary of Terms</td>
<td>Definitions of words often used during advance care planning discussions</td>
</tr>
<tr>
<td>Better Ending Website</td>
<td>A web site that helps individuals plan in advance for serious illness before a medical emergency occurs</td>
</tr>
<tr>
<td>Hospice and Palliative Care Federation of Massachusetts</td>
<td>A guide to hospice and palliative care in MA for patients, family members and friends</td>
</tr>
<tr>
<td>The Conversation Project</td>
<td>The Conversation Project - This project (and website) is &quot;dedicated to helping people talk about their wishes for end-of-life care&quot; and includes a Starter Kit to help individuals have &quot;the conversation.&quot;</td>
</tr>
</tbody>
</table>
Ideas from the MOLST Demonstration Program:

- Provide an ample supply of blank MOLST forms and other roll-out materials to floors, units, departments, or sites where MOLST is being implemented.

- Provide a supply of Astrobrights Pulsar Pink® colored paper onto which MOLST forms may be printed or copied (especially to personnel that prepare forms and to discharge personnel).

- Supply appropriate personnel (e.g. admissions staff, floor nurses, others) with hot-pink post-it notes to “tag” the charts of patients or residents that have current DNR orders or Comfort Care/DNR forms – to remind clinicians to discuss MOLST with those individuals.

- Provide discharge personnel with hot-pink colored envelopes – or envelopes with hot-pink colored labels – for inserting MOLST forms and sending with the patients or resident (EMTs recommend placing these hot pink-colored envelope on the refrigerator at home).

- Provide hot pink colored folders/transparent sleeves labeled “Property of (patient name and contact phone number or phone number of SNF, etc.)” – for sending MOLST forms with patients/residents to outside health care appointments, emergency room visits, etc.

- “Tag” the charts or discharge plans of patients who have MOLST – to remind personnel to send the MOLST form with the patient at discharge.

- Conduct periodic chart reviews of discharged patients/residents to check for original MOLST forms that may have been left in the charts; if any are found, return them to the patient/resident if possible.

- Make rounds of floors, units, departments, or sites that are utilizing MOLST to 1) replenish MOLST forms and materials and 2) interact with staff that may have questions.

- Please add (and share with the MOLST team) your own ideas for helping MOLST work!