

## 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)

- Get the Massachusetts MOLST form at: [www.molst-ma.org/order-molst-form](http://www.molst-ma.org/order-molst-form)
- 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