Advance Care Planning & POLST Process

1. A facilitator completes a POLST form only after discussion related to Advanced Care Planning is completed.
   (Facilitators will maintain a log which will note the sessions held with a family/resident, the completion date of a POLST, when appropriate, and the return of the signed form to the facility and placement on the chart).

2. Upon completion of a POLST form, the facilitator will mail the form to the attending physician for review and signature. (The attending physician may choose and is encouraged to make a copy of the form for his/her records). Also a physician order sheet will be sent with the POLST for the attending to write an order which will then be noted with each renewal of orders “POLST- Physician Orders for Life Sustaining Treatment”.

3. The attending physician will return the POLST form and signed Physician order to the facility in the self-addressed return envelop that was received. This pre-addressed envelop will ensure the POLST is returned to a facilitator for follow-up.

4. The facilitator will make a minimum of 3 copies of the original form, using yellow paper. The original and 2 other copies will be placed in a plastic sleeve directly behind the face sheet n the front of the chart and the family/resident will receive a copy.

5. The facilitator will notify the unit licensed staff of the completion of the form and document receipt of this set of orders on the 24 hour report and give the licensed nurse the physician order so it can be faxed to pharmacy for inclusion on the monthly recaps.

6. Licensed nursing personnel will send a copy of the POLST form, taken from the plastic sleeve, with the resident to each appointment or transport to the hospital, or transfer to another health care facility.

7. Upon return from the hospital, appointment the POLST form would be returned to the plastic sleeve in the front of the chart for future use.

8. When a resident is discharged from the facility to home the licensed staff will ensure along with the discharge planning that the resident has a copy of the POLST. The closed record will also maintain one copy of the POLST form.