

CHECKLIST FOR MOST IMPLEMENTATION IN NURSING AND RESIDENTIAL COMMUNITIES



This checklist will provide you with the basic steps you need to take and items you should have in place to effectively implement the Medical Orders for Scope of Treatment program. Additional resources, including a comprehensive instruction booklet for healthcare professionals, *“Getting the MOST Out of the Medical Orders for Scope of Treatment Process and Form: Guidance for Healthcare Professionals,”* are available on the Colorado Advance Directives Consortium website, www.coloradoadvancedirectives.com.

Steps for Implementation:

- Is your medical director familiar with the MOST and comfortable initiating a conversation and completion of the document for appropriate patients? *(If not, provide copy of the Instruction booklet or contact CADC for training)*
- Do you have staff with sufficient knowledge to be able to explain the procedural and medical implications of the various treatment choices with the resident/patient? *(E.g., Physician, Advanced Practice Nurse, Registered Nurse, Physician Assistant; possibly medical social worker)*
- Do your policies and protocols:
 - Ask whether a resident/patient has advance directives or a MOST at intake? *(Especially relevant for Sections A and C of the MOST Form and designation of a healthcare agent)*
 - Have a regular timeframe in which to introduce the MOST to residents who do not have a MOST at intake?
 - Review the MOST in care conferences?
 - Review the MOST at any significant change of health, or return from a hospital?
 - Inform staff when a current resident returns from the hospital with a MOST, either new or revised?
 - Know how to amend or revoke a MOST according to your facility documentation practices?
 - Cover procedural issues, such as obtaining appropriate provider signature, taking phone orders for a MOST, sending MOST with resident/patient on transfer, etc.?
 - Educate staff about the MOST so everyone understands its purpose and function? *(Provide copies of the Instruction booklet and test for knowledge and application; contact CADC for training.)*
 - Educate staff and patients about where to place documents.
 - Make certain that the form is uniformly (all shifts) accessible and that the original is available to Emergency Medical Personnel?
 - Comply with all industry/state regulations with respect to patient’s rights and advance care planning documentation? *(See Colorado Department of Public Health & Environment website)*
- Have you reached out to the emergency medical services and first responders who service your facility to ensure they are educated in the MOST process and form? *(If they are not aware of the program, provide a copy of the Instruction booklet or suggest they contact CADC for training.)*
- Do you have a point person designated to work with hospitals and EMS when a MOST is in action and/or if there are problems with one?
- Do you know whom to contact for more information about the MOST and its implementation? *(CADC, www.coloradoadvancedirectives.com)*