

**Jewish Home of Rochester**  
**MOLST (Medical Orders for Life Sustaining Treatment) Form Procedure to establish**

**Procedure:** The Jewish Home of Rochester will use the Rochester MOLST Form to document and convey advance directive decisions (Guidelines for Care) of its residents, or their appropriate medical decision-maker.

**Standard:**

1. All residents (or their spokesperson and /or medical decision-maker) should have the opportunity to discuss and convey their wishes regarding medical and life sustaining treatment. Such decisions will be documented on the Rochester MOLST Form.
2. The primary care physician will determine if the resident has capacity for medical decision-making and proceed according to NY State law.
3. Advance directive (AD) guidelines will be sent or transmitted to another healthcare facility on transfer of the resident.
4. Physicians, Nurses, Social Workers, Nurse Practitioner, and Physician Assistant will be able to conduct advance directive discussions with residents and families and will assist in the completion of MOLST forms as needed.
5. The Home’s procedures will be consistent with State and Federal law and with pertinent regulations.
6. MOLST form decisions will be reviewed and confirmed with the appropriate decision-maker periodically, and at least annually.
7. MOLST forms will be used for all new admissions; current residents may be converted at any time or with readmission or at the annual comprehensive visit.
8. Residents with capacity will be encouraged to complete Health Care Proxy (HCP) forms.
9. On discharge from the Home residents will be given their completed MOLST form for use in the future.

**Responsibility**

**Activity**

Medical Records, Central Supply

1. Will ensure that MOLST forms, supporting documents, information materials, and pink paper or copies are available to all units.
2. Will ensure that Health Care Proxy (HCP) forms are available to all units.

Admissions Social Worker, Nursing, Unit  
Social Worker, Physician, NP or PA

1. Admissions and Social Workers will provide MOLST and other AD materials to JHR applicants prior to admission.

Admissions Social Worker, Nursing, Unit  
Social Worker, Physician, NP or PA (cont.)

2. Will ensure that residents and families are advised that AD discussions will be conducted early in stay.
3. Will confirm any prior wishes, obtain any AD or HCP forms and convey information to MD.
4. As appropriate will begin discussions of AD issues, choices, and considerations within, 1<sup>st</sup> 1-2 weeks of admission.
5. Will advise MD of pertinent information from these discussions.
6. If no HCP form exists, and MD determines resident has capacity to complete, will assist resident in completing HCP.
7. If MOLST is received from another facility or provided by resident's family will include in chart and use for JHR MOLST.

Physician

1. Will determine presence of any prior AD's, Living Wills, HCP forms and review.
2. Will review and sign review-section of MOLST form received from another facility or resident.
3. Will determine resident capacity for medical decision-making and document.
4. Will obtain second physician confirmation of lack of capacity and/or any other required confirmation/documentation:
  - If this has already been documented in prior JHR Guidelines for Care forms, this form may be used in place of the MOLST supplemental documentation form and kept with the MOLST in the chart
  - If this has not been documented previously, use the MOLST supplemental form to document lack of capacity or other required confirmations.
5. Will discuss possible choices, and document these on MOLST form, with required supporting documentation.
6. Will write order reflecting resident or appropriate decision-maker wishes in the chart.
7. Will add additional guidelines and directives as they are made, per directions in the MOLST.
8. Will review MOLST every 60 days and re-discuss at least annually.

9. Will convert prior JHR Guidelines for Care (GFC) documents to MOLST forms at any time, with readmissions, when issues are addressed or reconsidered, and/or at annual comprehensive visits. Supplemental required documentation may be provided via previously completed Guideline for Care forms, when available, as outlined in # 4 above.

Nursing, Nursing Supervisor, Unit Clerks,  
NP, PA

1. On transfer to a hospital, emergency room, or other skilled nursing facility will copy MOLST on pink paper found in MOLST chart-sleeve and send with resident transfer materials.
2. Provide copies of required documentation forms (see Physician - #4 above) to receiving institution on request
3. On resident discharge from facility will provide original MOLST to resident or appropriate medical decision-maker along with other discharge materials, after first making pink copy for the chart.

Nursing, Social Work

1. Will ensure Physician is made aware of new or changed resident's wishes.
2. Will ensure that renewals are up to date.

Medical Director

1. Will monitor State and Federal regulations to ensure JHR procedures are consistent with regulatory requirements.

**MOLST JHR Procedure 2004**  
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