

# MOLST HOSPITAL IMPLEMENTATION PROCESS

## I. Initial Steps

- A. Establish a multidisciplinary team within the hospital
- B. Designate leaders
  - 1) 'Physician Champion' essential
  - 2) 'System Champion', typically affiliated with quality department
- C. Develop an implementation plan

## II. Institutional Required Approvals (*may be specific to institution*)

- A. Legal Review
- B. Medical Chiefs
- C. Ethics Committee
- D. Medical Board
  - 1) Multiple sites if separate medical staff
- E. Forms Committee
  - 1) Department with oversight for integration into medical records
- F. Policy Committee
  - 1) Department with oversight for policies and procedures

## III. Education

- A. Request educational / training materials\*
  - 1) Package according to target audience
- B. Medical and dental staff
  - 1) Mail educational material to each provider
  - 2) Communicate MOLST Program at business meetings
  - 3) Submit article for physician newsletter
  - 4) Educational materials and MOLST forms available on unit
  - 5) Present to physician assistants and nurse practitioners
- C. Nursing staff
  - 1) Communicate at various meetings
  - 2) Present on each unit; include unit secretaries and administrative staff
  - 3) Develop in-service packet for each unit to use as a resource
  - 4) Establish 'Advance Directive Liaisons' as resource individuals
    - ♦ Designate one for each nursing unit
    - ♦ Send to formal MOLST training
    - ♦ Institute monthly meetings
- D. Social workers and care managers
  - 1) Present at standing meetings
- E. All staff
  - 1) Ethics grand rounds
  - 2) Support departments (e.g., radiology, PT / OT)

## IV. Implementation

- A. Establish start date
- B. Order MOLST forms
- C. Start with all new admissions on all units
- D. If facility used original MOLST (© 2003), remove all old forms and begin using the new version (© October 2005) approved by the New York State Department of Health.
- E. Supply all units with new MOLST forms
- F. Scan into electronic medical record (if available)