

CHECKLIST FOR **MOST** (MEDICAL ORDERS FOR SCOPE OF TREATMENT) IMPLEMENTATION IN LONG-TERM CARE AND RESIDENTIAL COMMUNITIES

The Medical Orders for Scope of Treatment is Colorado's newest tool for discussing and documenting advance care planning decisions with seriously ill and elderly persons, especially those residing in care facilities.

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, in effect as of August 11, 2010, in the State of Colorado.

Relevant resources are noted for your convenience, including the "Instruction booklet": "*Getting the MOST Out of the Medical Orders for Scope of Treatment Process and Form: Guidance for Healthcare Professionals*," on the [Life Quality Institute website](#). Also on the website is a master form, which you can download and photocopy onto the recommended paper (Astrobrights®, Vulcan Green, 60lb; a link to a supplier of the paper is on the LQI site).

Life Quality Institute is the statewide coordinator of education on the MOST process and form; to contact LQI to schedule a training for your staff, call 303-398-6326 or email Contact@LifeQualityInstitute.org.)

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 LQI 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; see Instruction booklet p. 8)*
- Do your policies and protocols:
 - Ask whether a resident/patient has advance directives or MOST at intake? *(Especially relevant for Sections A and D of the MOST Form and designation of a healthcare agent; see Instruction booklet pp. 10, 12-13, 15-16, 18-19)*
 - Have a regular timeframe in which to introduce the MOST to residents who do not have a MOST at intake? *(See Instruction booklet p. 8)*
 - Review the MOST in care conferences? *(See Instruction booklet pp. 16-17)*
 - Review the MOST at any significant change of health, or return from a hospital? *(See Instruction booklet pp. 16-17)*

- Inform staff when a current resident returns from the hospital with a MOST, either new or revised? *(See Instruction booklet p. 14)*
- Know how to amend or revoke a MOST according to your facility documentation practices? *(See Instruction booklet pp. 15-16)*
- Cover procedural issues, such as obtaining appropriate provider signature, taking phone orders for a MOST, sending MOST with resident/patient on transfer, etc.? *(Review entire Instruction booklet)*
- 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 Life Quality Institute for training.)*
- Educate staff and patients about where to place documents. *(See Instruction booklet pp. 17-18)*
- Make certain that the form is uniformly (all shifts) accessible and that the original is available to Emergency Medical Personnel? *(See Instruction booklet pp. 17, 21-22)*
- 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 Life Quality Institute 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? *(Life Quality Institute, 303-398-6326; www.LifeQualityInstitute.org, Contact@LifeQualityInstitute.org)*