

Woodhaven Hospice Planning Checklist

Thank you for providing Hospice Services to: _____

Please assist us in obtaining the needed information listed below. Please be aware that Woodhaven is required by our contract with the Department of Mental Health to have very specific documentation in our records. **Our staff are not allowed to pass any medications without a written order from the physician.**

_____ Please be aware that any medication passed by our unlicensed staff cannot say 1-2 tabs. There needs to be a specific amount of medication ordered, including morphine.

_____ Please be aware that we must have parameters for use of oxygen

_____ Please be aware that our orders need to read a specific amount of time i.e. q 4 hours. We cannot accept orders that state 4-6 hours etc.

_____ Hospice nurses cannot delegate patient care for the individual. Any task requiring a staff delegation (i.e. indwelling catheter care etc.) will need to be delegated to direct support staff by our agency Community RN. Please contact agency RN if there is a new task requiring delegation.

_____ Verbal orders given to staff by Hospice must be documented by the RN, a signed order from the physician must be given to the Home Coordinator with 7 days. (This includes orders that are changed and new orders).

_____ Please be aware that our staff must have a new order when changing the route of a medication, even if Hospice has a standing order.

Please also be aware that Woodhaven's contract with the Department of Mental Health further prohibits Woodhaven from withholding or withdrawing food, hydration, **antibiotics**, anti-seizure psychotropic medications while receiving services in a DMH setting. **If the individual or guardian would request Hospice to do this, care could not be maintained within our facility and alternative arrangements will need to be made.**

This document was shared with the Hospice Provider on _____ by: _____
Date Employee

Hospice Provider Acknowledgement of receipt: _____