NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES (NNAMHS)
POLICY AND PROCEDURE

SUBJECT: ADVANCE DIRECTIVES

NUMBER: NN-LD-04

ORIGINAL DATE: 11/30/91

REVIEW/REVISE DATE: 08/10/94, 07/05/95, 11/19/98, 06/03/99, 05/18/00, 03/04/04, 03/01/07, 2/18/10, 12/16/10, 11/21/13

APPROVAL:__________________Cody L. Phinney_________Agency Director

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I. PURPOSE

The purpose of this policy is to establish procedures for the following:

1. Provision of information on Advance Directives to consumers in all service settings.
2. Documentation of Advance Directives in medical records.
3. Describe the positions of the agency on implementing Advanced Directives.

II. POLICY

A. NNAMHS respects the right of each person to make decisions regarding the health care they receive, including medical procedures that artificially prolong life. NNAMHS will offer information and assistance to all inpatients that have or wish to establish Advance Directives. This service is available for outpatients at their request.

B. As a rule, consumers admitted to the Dini-Townsend Hospital are medically stable. Any life threatening emergency would be a sudden, catastrophic event
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and we would not deny access to basic life support and ambulance transportation to an acute care facility.

III. REFERENCES

NNAMHS Inpatient Consumer Handbook

IV. DEFINITIONS

1. Advance Directives – written documents, including Living Wills and Durable Power of Attorney for Health Care that gives instruction regarding the consumer's wishes about medical care.
2. Durable Power of Attorney for Health Care – a signed, dated and witnessed paper naming another person as your agent or proxy to make medical decisions for you if you should become unable to make them for yourself.
3. Declaration – a signed, dated, witnessed paper governing the withholding or withdrawal of life-sustaining treatment.

V. PROCEDURE

A. General

1. NNAMHS physicians, staff, residents, students or volunteers are not allowed to witness Advance Directives including a Durable Power of Attorney for Health Care or a Declaration.
2. NNAMHS does not discriminate against any individual based on whether or not the person has executed an Advance Directive.
3. If the consumer is transferred to an acute care facility, a copy of the Declaration or Durable Power of Attorney for Health Care will be sent with the consumer.
4. Consumer's complaints or grievances concerning Advance Directives may be addressed to:

Nevada Division of Public and Behavioral Health
Care Quality and Compliance

727 Fairview Drive Suite E
Carson City, NV 897061
(775) 684-1030

B. Inpatient Procedures

1. The admitting clinician will ask persons being admitted to inpatient settings if they have or wish to have an Advance Directive. If the consumer is incapacitated at the time of admission, attempts will be made to ascertain if there is a personal representative or family member who could provide or receive information regarding Advance Directives.
2. If a consumer has a Durable Power of Attorney for Health Care or a Declaration that is complete, including all appropriate witness and/or notary signatures, a copy will be placed in their medical record and a sticker will be placed on the front of the medical record to indicate the presence of these forms.
   a. The Registered Nurse (RN) will notify the consumer's social worker when the consumer states they have an Advance Directive. The R N will document this notification in the progress notes.
   b. The social worker will work to secure a copy of this document within three (3) days of admission.
   c. Attempts to obtain the copy must be documented and the results of these attempts must be documented in the medical record.
   d. Staff will record the essence of the directive in the MR 126 page 2 #9 and the Advanced Directives will be followed until a copy of the actual Advance Directive is provided.
   e. Staff will also indicate that the consumer has an Advance Directive in the admission screen of the electronic medical record (EMR).
3. If the consumer wishes to formulate an Advance Directive, staff will provide the following materials:
   Advance Care Planning Forms, Nevada Center for Ethics and Health Policy. This is available from Health Information Services.

C. Outpatient Procedures

1. When a medication clinic consumer wishes to make an Advance Directive:
   a. The nurse will provide them with an Advance Directives form, which will be kept in the medication clinic
   b. The nurse will explain the form to the consumer, and place a copy of it in the chart when completed.
   c. The consumer retains the original.
   d. If the consumer should have a medical emergency occur on the grounds, the nurse will follow standard emergency procedures.
   e. The consumer's chart will be checked, and the emergency personnel will be notified if the consumer has an Advance Directive.
2. When a service coordination consumer wishes to make an Advance Directive:
   a. The service coordinator will provide them with an Advance Directives form, which will be kept in the service coordination area.
   b. The service coordinator will explain the form to the consumer, and place a copy of it in the chart when completed.
   c. The consumer retains the original.
   d. If the consumer should have a medical emergency occur on grounds, the service coordinator will follow standard emergency procedures.
   e. The consumer's chart will be checked, and the emergency personnel will be notified if the consumer has an Advance Directive.