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APPROVED BY: Governing Board	REVISED: 9/10/2013

**PURPOSE:**

The purpose of this policy is to provide an atmosphere of respect and caring and to ensure that each patient's ability and right to participate in medical decision making is maximized and not compromised as a result of admission for care through Jackson Parish Hospital. Additionally, the purpose of this policy is to assure compliance with the Patient Self-Determination Act (PSDA) in such a manner as to expand the patient, personnel and community knowledge base regarding advance directives and the process by which patient participation in medical decision making is carried out at this hospital.

**POLICY:**

It is the policy of Jackson Parish Hospital to respect and encourage patient self-determination. Patients will be encouraged and assisted to be active participants in the decision-making process regarding their care through education, inquiry and assistance as requested. Patients will be encouraged to communicate their desires regarding advance directives to their significant others, to allow for guidance of significant others and healthcare providers in following the patient's wishes should the patient become incapacitated, rendering them unable to make decisions. Jackson Parish Hospital shall inform all patients/ patient representatives if the hospital cannot honor an advance directive on the basis of conscience.

**PROCEDURE:**

- An inquiry will be made by the Admitting Department staff during the admissions process of the patient, or if the patient is incapacitated, to the patient's significant other, as to whether the patient has completed an advance directive. Jackson Parish Hospital shall not condition the provision of care or otherwise discriminate against any individual based on whether the individual has executed an advanced directive.
- A request of the patient/significant other to provide a copy of the advance directive for medical record entry will be made by the Admitting Department staff during the admission process once it has been determined that one exists.
- As part of the admission process the patient/significant other will be provided with an information packet outlining the individual's rights to make decisions concerning medical care. The information packet provided will include:
  - The right to accept or refuse medical or surgical treatment, even if the treatment is life-sustaining.

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- Information concerning the Patient Self-Determination Act.
- Jackson Parish Hospital's mission and value statements and policies regarding refusal of medical treatment, including life-sustaining measures.
- Definitions of pertinent healthcare terminology as they apply to the Patient Self-Determination Act.
- Policy regarding the patient's right to voice a complaint related to advance directive requirements to the State Department of Health Services.
- Contact personnel available to assist those interested in pursuing the advance directive issue.
- Information regarding the PSDA will be provided to the patient upon each admission to Jackson Parish Hospital.
- Admitting Department personnel will document in the medical record whether the patient has completed an advance directive and that information concerning advance directives has been given to the patient/significant other during the admission process.
- In the event that the patient bypasses the routine admissions process due to nature or severity of illness, and is admitted directly to the patient care units, the responsibility to inquire about advance directives and provide necessary information as outlined above, will rest with the Nursing staff. Admitting will notify the Nursing staff of the need for advance directive follow-up.
- Should the patient present as a repeat admission, with information obtained by the admitting group indicating there is an advance directive in the previous medical record, the Nursing staff will have the responsibility to review the existing advance directive with the patient/significant other to validate its current status.
- In the event the patient/significant other indicates that the previous advance directive does not accurately reflect the patient's wishes, a revised advanced directive must be submitted and must meet all advance directive regulations. Any expression by the patient of a revision in previous advance directive desires will be documented by the Nursing personnel in the nursing progress notes.

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- To the extent that the patient/significant other requests additional information or further explanation regarding the PSDA or advance directives, referrals will be made to Pastoral Care and/or Social Service for follow-up interaction with patient and significant others, as appropriate.
- There will be availability of the Ethics Committee to discuss patient rights issues as needed, through the Medical Staff Office. All requests from patients/significant others, hospital personnel and/or medical staff members to institute the Ethics Committee process will be honored.
- All follow-up education and interaction with the patient/significant other will be documented in the medical record by the individual designated to interact with the patient/significant other regarding their concerns surrounding advance directives.
- In order to ensure that an opportunity for patient participation in medical decision making is maximized, and that care provided is consistent with patient values and directives, educational information about advance directives will be provided. Jackson Parish Hospital's policies, mission and value statements regarding advance directives and withholding of life-sustaining measures will be provided to the medical, allied health professional and hospital staff on a periodic basis and as necessary. Information will be provided through a collaborative effort with all disciplines via in-service format as well as written newsletters, memorandums, orientation processes, annual personnel reviews and through the Advance Directive Task Force members.
- In order to assure that the community is served by this organization, education concerning advance directives and the PSDA shall be provided through community forums or written material made available at Jackson Parish Hospital.
- Pediatrics
  - A determination of the child's legal and cognitive ability to participate in the development of the advance directives shall be made after a full understanding of the process is presented.
- Psychiatric Advance Directive
  - A psychiatric advanced directive shall allow the competent patient with a psychiatric disability the opportunity to stipulate the type of treatment preferred during an acute

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psychiatric response rendering the patient incompetent and unable to proclaim his/her wishes.

- Outpatient Hospital Settings:
  - Jackson Parish Hospital shall honor advance directives in the following outpatient settings:

**Radiology**  
**Lab**  
**Rural Health Clinics**

- Jackson Parish Hospital shall provide information regarding advance directives to outpatient/ families upon request and when warranted in the care, treatment, or service provided by the hospital
- For those outpatients that request information regarding advance directives, they will be given and informational packet from the registration department.