ADVANCE CARE PLANNING

TASKS	RESP. PARTY	TARGET DATE															
EDUCATE FACILITATORS																	
ESTABLISH FAMILY NIGHT																	
DEVELOP INVITATION																	
SEND INVITATIONS																	
MAKE COPIES OF HANDOUTS																	
SCHEDULE STAFF MEETING																	
HOLD STAFF MEETING																	
EDUCATE DEPT HEADS																	
ORDER PLASTIC SLEEVES FOR CHARTS																	
DEVELOP PLAN FOR POLST START FILLING IN CHARTS																	
DEVELOP LETTER TO MDS TO ENSURE THEY ARE ONBOARD																	
MAIL LETTERS TO MDS																	
DETERMINE DATE FOR RESIDENT COUNCIL MEETING																	
ATTEND RESIDENT COUNCIL TO EDUCATE RESIDENTS																	
TAKE PROCESS THROUGH QAA										-							
DEVELOP POSTERS FOR FACILITY TO HEIGHTEN AWARENESS OF PROCESS																	