

Decision Guide Implementation Assistant



Thank you for your interest in the Florida Atlantic University Patient/Family Decision Guide "Go to the Hospital or Stay Here?" (The Guide).

The development of the Guide was funded by the Patient Centered Outcomes Research Institute (PCORI). This Implementation Assistant was designed to assist you in formulating the necessary policies and procedures to implement the Guide. Simply answer these questions and you will have accumulated the necessary information to effectively and efficiently implement the Guide in your facility.

I. Who will decide on the policies and procedures to implement this Guide?

1) Who will decide how to use this Guide in our facility?

- One Person?

Name _____

Title _____

OR

- Committee?

Who will serve on this committee?

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

When should this committee meet and how often?

II. POLICY - Which version(s) of the Guide do we want to use?

1) The following versions of the Guide are available:

- Printed 8-1/2 x 11" – Full Color – 13 pages*
- Printed 8-1/2 x 11" – Black & White – 13 pages
- Printed 8-1/2 x 11" – Trifold Brochure – Full Color – Single Page*
- Printed 8-1/2 x 11" – Trifold Brochure – Black & White – Single Page
- Digital Version – PDF File – Full Color – 13 page version
- Digital Version – PDF File – Full Color – Trifold version
- MP3 Voice-over File – 13 Page version
- YouTube Video Voice-over

Call **800-438-8884** or visit **www.med-pass.com** (keyword: decisionguide) to place an order.

All formats in English, Spanish, Creole, French, Filipino, and Chinese can be viewed at **www.decisionguide.org**.

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2) Which version and/or combination do we wish to use and why?

3) Cost of Print Versions for our facility:

- Total Residents in-house: _____
- Plus:** Average number of new admissions per month: + _____
- Plus:** Extra amount needed to keep on hand for training and misc. purposes: + _____
- Equals:** Total Number of Print Versions needed to order: = _____

***Please Note:** When reviewing total needed, take into account, if print versions in other languages are needed (e.g., Spanish, Creole, French, Filipino, and Chinese).*

III. PROCEDURE

1) Who will be responsible to order the Guide in the formats we choose?

2) Where will we store the print versions of the Guide?

Who will have access to them? _____

3) If we use the print version (13-page or Trifold), how do we ensure it gets into the hands of every resident/family member of our existing population?

- Family Council Meeting (show YouTube video?) _____
- Resident Council Meeting (show YouTube video?) _____
- Print/online newsletter? (Embed YouTube video?) _____

4) How do we want to use the electronic versions of the Guide?

- YouTube _____
- Voice-Over MP3 _____
- Electronic PDF File _____

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5) How do we ensure it gets into the hands of all new residents/families?

Place a physical copy of the Guide in all admission packets? Y N

If Yes, who will be responsible to ensure this is done? _____

Hand them directly to patients/families at the first planned care conference?

Who will be responsible to make sure this happens? _____

Hand them directly to patients/families within _____ hours of admission?

Who will do this?

- Nursing
- Social Services
- Admissions
- Intake Coordinator
- Concierge
- Internal Case Manager

6) Who will be responsible for creating a staff training program to ensure all relevant staff know about the brochure and can relate the information to residents/families if they ask?

a. Can we incorporate the Decision Guide YouTube Video into our training? Y N

b. How do we ensure all new staff members are trained in the use of the GUIDE?

7) Which department will have responsibility to distribute this brochure?

- Admissions
- Case Management
- Social Work
- Nursing

8) Who will receive training on how to speak with the residents/families about the Guide? _____

9) Who will be responsible to review the brochure with the resident/family member?

10) Can we put the PDF version on our company website? Y N

11) Can we put a link to the Decision Guide Website on our website? Y N

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Directions:

Use the answers from the previous questions to write your own facility policies and procedures to use the Guide. A sample policy statement is provided for your use:

Sample Policy & Procedure

Policy Area: Hospital Readmission Reduction Plan	Subject: <i>Usage of Patient Family Decision Guide (Guide)</i>
Title of Policy: Facility Usage of the Decision Guide	Number: Decision Guide Policy # 001
Effective Date:	Page Number:
Approved Date:	Approved by:
Revision Date:	

1. Rationale or background to policy:

As part of the organization's continuing effort to monitor and reduce preventable/unnecessary hospital readmissions, the creation of policies and procedures for the GUIDE has been deemed necessary to ensure all personnel understand the needs, wants, desires and wishes of our residents and their families. This policy is one of several that shall be created as a result of this facility choosing to properly implement the GUIDE.

2. Policy Statement:

The purpose of this policy is to establish a clear level of communication regarding the use of the GUIDE between the governance, leadership, staff and other stakeholders in this facility.

3. Procedure:

- i) Sample – Based on answers to questions in Implementation Assistant
- ii) Sample – Based on answers to questions in Implementation Assistant
- iii) Sample – Based on answers to questions in Implementation Assistant