

# Instructor Guide

## Portable Orders for Life-Sustaining Treatment (POLST) Section A for Caregivers

The POLST curriculum package has been updated as of September 2021 to reflect changes in the POLST form. Please familiarize yourself with the new materials and discontinue use of outdated training materials.

### Course materials (updated in 2021)

- ☐ Instructor Guide (this document)
- ☐ PowerPoint Presentation (Updated version: v09022021)
- ☐ Video: <https://youtu.be/ipghWyVTjog>
- ☐ Handout: Department of Health Nursing Care Quality Assurance Commission Advisory Opinion. Download current version: <https://www.doh.wa.gov/Portals/1/Documents/6000/NCAO5.pdf>
- ☐ Handout: Advisory Opinion FAQ. Download current version: <https://www.doh.wa.gov/Portals/1/Documents/6000/FAQ-POLST.pdf>

### Before offering this training

This curriculum and other resources are intended for use by anyone requiring training in honoring POLST as part of a patient plan of care.

The PowerPoint presentation provided should be used as part of your POLST training program. The slides offer guidance for the instructor to navigate the information. Additional details and information are provided in the notes section of each slide.

Slide 2 in the accompanying presentation provides you an opportunity to 1. Review your policy if this training is for your own staff or 2. Remind your audience that they should have policy in place at their own facilities if you are addressing a large group.

An Assisted Living or Adult Family Home should have an established policy in place prior to offering this POLST Training:

1. Each facility must have a policy per WAC 388-78A-2600 for Assisted Living facilities or WAC 388-76-10250 for Adult Family Homes regarding what procedure staff must follow in a medical emergency.
2. The policy should provide clear directives to staff in a way that is clearly understood by all staff, so that they know what they are supposed to do.
3. We are suggesting that in your policy, the following should be addressed:
  - a. Where the POLST form (or other advance directive) will be located.
    - i. Suggested is a common location in each resident room, so that staff knows where to locate this. In addition, a copy should be in the resident record and a copy should be available to keep with the resident when off premises, for events and medical appointments.
4. Make sure that staff knows the POLST form cannot be required, and that staff know what they are to do if a resident does not have a POLST or other advanced directive.
5. We are recommending that each AL facility or AFH review this policy and procedure with staff as part of their orientation and yearly or more often as necessary.