



What Do I Do When Discharging a Patient With a Green Sleeve?

What's a Green Sleeve?

A Green Sleeve is a plastic sleeve that holds advance care planning and goals of care documents. As a patient moves throughout the healthcare system, the Green Sleeve and documents are reviewed and reconciled regularly. At the point of discharge, the original documents go with the patient so that healthcare providers are always aware of the decisions they have made including their Goals of Care Designation.



* Unit Clerk	* Nurse	* Physician
<p>Check that originals of the most current GCD order and ACP GCD Tracking Record are filed in the patient's Green Sleeve.</p> <p>Ensure ACP GCD documents are photocopied and filed in the patient's paper chart or scanned into the patient's electronic medical record (EMR).</p>	<p>Confirm that the most current GCD order & ACP GCD Tracking Record(s) are printed (if using EMR) and placed in the Green Sleeve (Most current GCD is in front).</p> <p>Confirm that any out-of-date GCD orders have a strike-through line and are filed in back of the Green Sleeve.</p> <p>Check that both the Green Sleeve and the patient chart (paper-based or electronic) reflect the same GCD order.</p>	<p>Check that relevant ACP/GCD conversations and outcomes are documented on ACP/GCD Tracking Record(s).</p> <p>If appropriate, write (paper) or enter (electronic) a GCD order to update the patient's chart.</p>
<p>File most current GCD order as front page in the Green Sleeve, followed by ACP GCD Tracking Record(s).</p> <p>Any 'out of date' GCD orders are kept in back of Green Sleeve.</p>	<p>Communicate with patient/ADM about what to do with their Green Sleeve (see below).</p> <p>Make sure Green Sleeve goes home with patient.</p>	<p>Confirm that the current GCD order (paper-based or electronic) is the most appropriate GCD prior to discharge/transfer.</p>

What Patients Need to Know About Their Green Sleeve:

- ✓ ACP/GCD documents in the Green Sleeve include: a GCD order, an ACP/GCD Tracking Record(s), and a copy of their Personal Directive. These documents may be a paper-based form or electronic print-out.
- ✓ The Green Sleeve and ACP/GCD documents are the property of the patient.
- ✓ A patient should only have 1 Green Sleeve with up-to-date documents in it.
- ✓ Patients should bring their Green Sleeve to any medical appointments and ask healthcare teams to review and reconcile their Green Sleeve within their patient chart.
- ✓ At home, the Green Sleeve should be kept on (or near) the fridge (EMS know to look for it).
- ✓ Most current GCD order should be front page of Green Sleeve to be easily visible, followed by most current ACP GCD Tracking Record and copy of their Personal Directive.

For more information visit:

www.ConversationsMatter.ca

* Staff-mix can widely vary between settings. It is important to determine who is the most appropriate/qualified healthcare provider to complete the reconciliation task in your care setting.