




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

What's a Green Sleeve?

Green Sleeve is a plastic sleeve that holds advance care planning documents. When a patient moves throughout the healthcare system, the Green Sleeve and documents go with the patient so that healthcare providers always know about 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. Photocopy ACP GCD documents and file in patient chart.</p> | <p>Confirm that the most current GCD order & ACP GCD Tracking Record are placed in the Green Sleeve (Most current GCD is in front) Confirm that any out of date GCD orders have a strike through line and are filed in back of the Green Sleeve.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 relevant ACP/GCD conversations and outcomes are documented on ACP/GCD Tracking Record</p> |
| <p>File most current GCD order as front page in the Green Sleeve, followed by ACP GCD Tracking Record. Any 'out of date' GCD orders are kept in back of Green Sleeve.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). Make sure Green Sleeve goes home with patient.</p> | <p>Confirm that the current GCD order 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, a ACP/GCD Tracking Record, and a copy of the their Personal Directive.
- ✓ 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.
- ✓ Patient's should bring their Green Sleeve to any medical appointments they go to.
- ✓ 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