




What Do I Do When a Patient Brings Their Green Sleeve?

What is 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 all healthcare providers know about the decisions they have made including their Goals of Care Designation.



 Unit Clerk	 Nurse	 Physician
Obtain patient's Green Sleeve - photocopy the Personal Directive (if there is one) and file it in chart. Place original documents back in Green Sleeve.	Review Green Sleeve ACP GCD documents Validate with the patient that these documents reflect their current wishes. Document on ACP GCD Tracking Record as needed.	Review ACP documents and discuss as appropriate. If a patient already has a GCD order in their Green Sleeve, reconcile into electronic health record (if applicable)
Put Green Sleeve on front of patient chart. Notify Nurse that patient has brought in a Green Sleeve with documents to be reviewed.	Notify physician if changes to current GCD are indicated. Notify most responsible health professional / physician if the Personal Directive is enacted.	If ordering a new GCD strike through any previous GCD orders and file in back of patient's Green Sleeve. File current GCD order as front page in Green Sleeve. Document relevant conversations on ACP/GCD Tracking Record.

- ✓ When admitting new patients ask if they have heard of a Green Sleeve and if they have one. There are important documents in the Green Sleeve for the HCP team (Personal Directive, existing GCD order)
- ✓ When reviewing a patient's Personal Directive consider:
 - Is it enacted?
 - If so, who is the agent? Are there any healthcare wishes relevant to the clinical situation?
- ✓ When reviewing previous GCD orders in their Green Sleeve:
 - Current GCD should be reviewed by the most responsible health professional/ physician and reconciled with electronic documentation system (if applicable)
 - If an interim GCD order is in place, review it with the patient / ADM at an appropriate time.
 - Out of date print GCD orders should be filed in the back of the Green Sleeve.
- ✓ If an electronic documentation/ordering system is in place, new electronic GCD orders should be printed and filed in the front of the Green Sleeve. This ensures the patient is discharged with the most current GCD order.

For more Information
www.conversationsmatter.ca