

**TASK 1: CONVENE INSTITUTIONAL TASK FORCE (Clinical Champions)**

- Schedule and facilitate regular working meetings
- Review and discuss considerations for MOLST implementation
- Develop an implementation work plan with tasks and timelines
- Delegate tasks to Task Force members or others as appropriate with clearly defined accountability (e.g. who will do what by when)
- Maintain communication among and participation of key representatives

**TASK 2: DEVELOP INSTITUTIONAL POLICY & PROCEDURE (Clinical Champion and/or Designee)**

- Review Sample MOLST Policies
- Identify Existing Institutional Policy Related to MOLST, e.g.
  - Medical Decision Making policy
  - Advance Care planning/Health Care Proxy policy
  - Limitations on life sustaining treatments policy (DNR, DNI policy)
  - Informed Consent Policy
  - Surrogate Decision Maker policy
  - Withdrawal of Treatment policy
  - Goals of Care discussion policy
- Develop Institutional MOLST Policy & Procedure
- Submit for Review Process as Appropriate
- Finalize Policy & Procedure
- Alert Workforce of Policy & Procedure

**TASK 3: DEVELOP INSTITUTIONAL EDUCATION & TRAINING PLAN (Clinical Champion and/or Designee)**

- Identify key audiences, e.g.
  - Clinician Form signers: Physicians, Nurse Practitioners, Physician Assistants
  - Other clinical care providers: Nurse, Therapists, etc.
  - Emergency Medical Services
  - Other non-clinical patient care providers
- Identify trainer(s) and train the trainers if appropriate
- Implement education and training activities
- Manage training logistics
- Track training hours and participants