

INFORMATION FOR HEALTHCARE PROFESSIONALS REGARDING THE LAST DAYS OF LIFE CARE PLAN

RECOGNISE

The recognition of dying is always complex. The possibility that a person may die within the next few days or hours once recognised, needs to be communicated clearly to that person, those important to them and the Multidisciplinary Team (MDT). All decisions made and actions taken are in accordance with the person's needs and wishes, and these are regularly reviewed and decisions revised accordingly. Use algorithm over the page to support MDT assessment.

COMMUNICATE, INVOLVE AND SUPPORT

Sensitive, comprehensive, clear, communication takes place between staff and the dying person, where possible and appropriate, and those identified as important to them. Shared decisions are made about treatment and care to the extent that the dying person wants.

Where there is no record to the contrary and the person does not have capacity to give consent, it is reasonable to assume that they would want their family and those important to them to be informed about their condition and prognosis.

The possibility that the person may be dying in the coming days or hours is discussed with the person, and with their relative(s), whānau, friend(s) and those identified as important to them. This communication must be conducted in a way that maximises privacy, sensitivity, compassion and is culturally appropriate. The needs of the relatives, whānau and friends are actively explored, respected and met as far as possible.

Staff must check and document the person's (and others who have been involved) understanding of the information that is being communicated.

CREATE AN INDIVIDUALISED CARE PLAN

This individualised care plan is based on the principles of Te Ara Whakapiri and includes the provision of food and drink, symptom control and physical, psychological, social and spiritual support, which is agreed, co-ordinated and delivered with dignity, care and compassion. The care plan is developed using clinical evidence and clinical judgment and discussed with the person and those important to them. Symptom Management Guidelines are provided to support the Last Days of Life Care Plan.

This care plan is generic, for the use in any care setting. Each organisation using this guideline should provide its staff with further guidance as to the organisation's specific requirements, for example the use of electronic clinical records alongside this document, responsibilities for specific sections, times of routine assessments and multidisciplinary review, and contact processes with other professionals involved in the person's care.

REVIEW

The care plan should be dynamic, focussing on assessing the person's condition, needs and wishes and responding appropriately **and reviewed at least daily.**

A full review of current medications is undertaken and non-essentials discontinued. The person should only be receiving medications that are beneficial at this time, with as required medication (prn) prescribed for the most common symptoms at end of life such as pain, respiratory tract secretions, restlessness and agitation, breathlessness, nausea and vomiting.

See algorithm over the page for triggers for full MDT assessment.

REFERENCES:

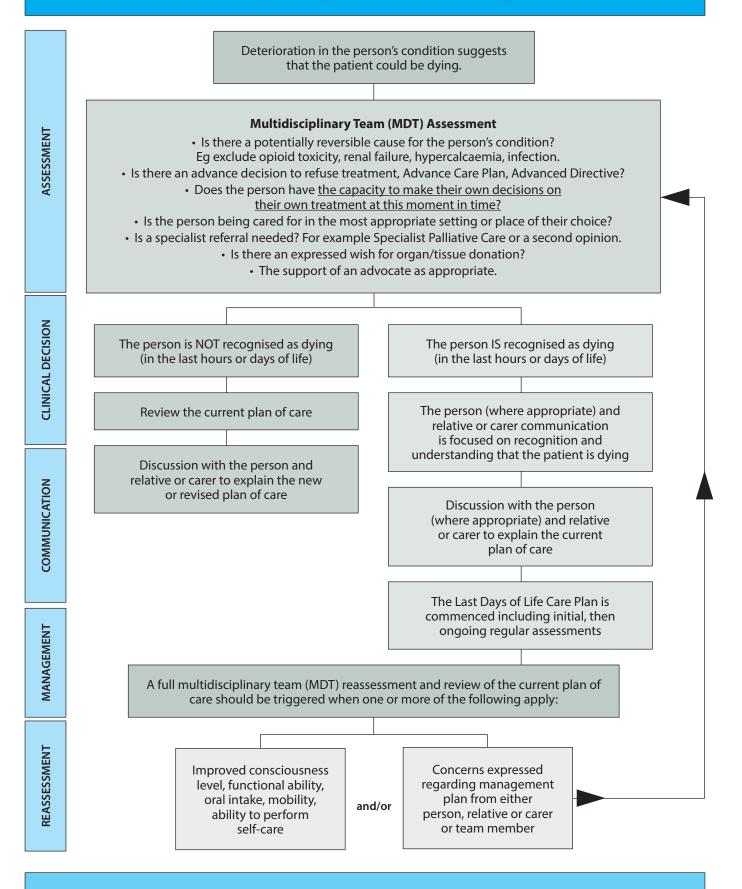
International Collaborative for Best Care for the Dying Person www.mcpcil.org.uk Ellershaw J. & Wilkinson S. (2011) Care of the dying: a pathway to excellence. 2nd rev ed. Oxford: Oxford University Press. Mason S, Dowson J, Gambles M, Ellershaw J. OPCARE9 optimising research for cancer patient care in the last days of life, Eur J Palliative Care 2012;19:17-9

Mason S, Dowson J, Gambles M, Ellershaw J. OPCARE9 optimising research for cancer patient care in the last days of life, Eur J Palliative Care 2012;19:17-9 Ellershaw J, Lakhani M. Best Care for the dying patient. BMJ 2013; 347:f4428 Ministry of Health (2015) Te Ara Whakapiri Principles and Guidelines for the Last Days of Life. Wellington: Ministry of Health.

ALGORITHM

Decision making in recognising dying and

use of the care plan to support care in the last hours or days of life.



Always remember that the Specialist Palliative Care Teams are available for advice and support, especially if: Symptom control is difficult and/or if there are difficult communication issues or you need advice or support regarding your care delivery supported by the care plan.

Arohanui Hospice (06) 356 6606 • Palmerston North Hospital Palliative Care Service: (06) 356 9169 ext 7484 •

LAST DAYS OF LIFE CARE PLAN

Section 1: Initial Assessment

Recognition of Dying

Recognising a person is dying is complex, irrespective of diagnosis or history.

Reversible causes for the person's condition should be assessed and managed (use Health Professional's Information Sheet for guidance). Where the MDT recognises a person is in their last hours or days of life, they must ensure that the person, their relative, whānau, or friend have the opportunity to understand the possibility that death is imminent.

The following should be considered:

Has an Advance Care Plan, Advanced Directive been completed?
and has this been reviewed by the clinical team?
Is this the preferred place of care for the person?
Is this the most appropriate place of care for the person?
If no, has an alternative place of care been discussed with the person, relative, whānau or friend? Yes 🗌 No
If the person is to transfer to another appropriate care setting, has this been organised according to organisational policies and procedures?
To support communication, has written information been given to the relative/whanau/friend such as "What to Expect When Someone is Dying"?
Is the General Practice Team/ARC facility aware the person is dying?
Comments:

Awareness of Person's Changing Condition

	First language – consider need for interpreter (contact no):
	The person is able to take a full and active part in communication:
aro	The person is aware that they are dying:
ineng Health	The relative, whānau spokesperson or friend* is able to take a full and active part in communication:
Taha H lental H	The relative, whānau spokesperson or friend* is aware that their relative, whānau member or friend* is dying:
ΡZ	
au ar y and	Record outcome of the shared discussion between health professionals and with the person, relative, whānau or friend*
Vhānau ar amily and	
iha Whānau ar - Family and	
Taha Whānau and Taha Hinengaro - Family and Mental Health	
Taha Whānau ar - Family and	
Taha Whānau ar - Family and	

* Included in this list is also advocate and carer.

** Senior clinician refers to most senior clinical doctor or nurse practitioner appropriate to that care setting, eg in ARC this would be general practitioner or nurse practitioner, in acute care setting it would be registrar or consultant.

Last Dave of Life Care Dian Common cod					
Last Days of Life Care Plan Commenced					
Date care plan commenced		Time care plar	commenced		
Name of senior clinician**/lead h record name belo	nealth practitioner		Na (recor	me of nurse d name below)	
Print:		Print:			
Signature:		Signature:			
Next of Kin/Key Spokespe (please circle and record no	erson/EPOA ame below)	Relative,	whānau or frien (record	d* of those pres	ent for discussion
Name:		Name:	(
Relationship:		Relationship:			
This care plan may be discontinued afte	er discussion with the MD	T. If this care pl	an is discontinu	led please recor	d here:
Date discontinued		Time discontinu	ıed		
Reasons why this care plan was discontin	nued by MDT Team				
The person is aware of changing focus of	f care:		🗆 Yes 🗆 N	0	
The relative, whānau or friend* is aware o	of changing focus of care:		□ Yes □ N	0	
	Signa	atures			
	personnel completing th d and understood the 'Hea				sheet.
Name (print)	Full Signature	e	Initials	Professional Title	Date

* Included in this list is also advocate and carer. ** Senior clinician refers to most senior clinical doctor or nurse practitioner appropriate to that care setting, eg in ARC this would be general practitioner or nurse practitioner, in acute care setting it would be registrar or consultant.

Section 1: Initial Assessment cont...

The clinical team have up to date contact information for the relative, whānau or friend* as documented below 1st contact name Relationship to person Mobile no Tel no When to contact: At any time Not at night time Staying with person overnight Taha Whānau and Taha Hinengaro - Family and Mental Health 2nd contact name When to contact: At any time Not at night time Staying with person overnight □ Next of kin (this may be different from above) or □ Enduring Power of Attorney (EPOA) or □ Whānau spokesperson Name Name Contact details Contact details The relative, whanau or friend* has had a full explanation of the facilities Comments: and support available to them: 🗆 Yes 🗆 No and written information has been given: 🗆 Yes 🗆 No **Base Line Information** □ Semi-conscious Conscious state: □ Confused □ Delirious Alertness: □ Fully alert

	In pain:	🗆 Yes 🗀 No	Dyspnoea:	🗆 Yes 🗆 No
ana - Health	Agitated:	🗆 Yes 🛛 No	Respiratory tract secretions:	🗆 Yes 🛛 No
nana Heal	Able to swallow:	🗆 Yes 🛛 No		
	Nauseated:	🗆 Yes 🛛 No	Vomiting:	🗆 Yes 🛛 No
Taha Tii Physical	Continent (bladder):	🗆 Yes 🛛 No	Continent (bowels):	🗆 Yes 🛛 No
ah Nys	Catheterised:	🗆 Yes 🛛 No		
L Ţ	Hygiene needs assessed:	🗆 Yes 🛛 No	Skin integrity:	🗆 Yes 🛛 No
	Mouth moist and clean:	🗆 Yes 🛛 No	Braden score:	
	Other symptoms or distress (eg oedema, itch):	🗆 Yes 🛛 No		

Interventions in the Best Interest of the Person at this Moment in Time

Physical Health AN TO COMPLETE		Currently not being taken/or given	Discontinued	Continued	Commenced
	Routine blood tests				
hysic NTO CC	Intravenous antibiotics				
ana - F	Blood glucose monitoring				
Taha Tinana - Physical Heal SENIOR CLINICIAN TO COMPLETE	Recording of routine vital signs				
	Oxygen therapy				

4.1 Implantable Cardioverter Defibrillator (ICD) is deactivated: \Box Yes \Box No \Box No ICD in place Contact the person's cardiologist. Refer to local/regional policy/procedure. Written information given to the person, relative, whānau or friend.

	Medication				
Taha Tinana - Physical Health SENIOR CLINICIAN TO COMPLETE	Current medication assessed and medications no longer essential for comfort di Medication prescribed on an "as required" prn basis for all of the following five symplays of life: Pain Agitation Respiratory tract secretions Nausea/vomitine Anticipatory prescribing will ensure that there is no delay in responding to a symptor	ptoms which may develop in the last few g			
ina - Linici,	A syringe driver is available: 🛛 Already in place 🖓 Is available if required				
Taha Tina senior c	If a syringe driver is to be used explain the rationale to the person, relative, whānau, friend*. Not all people who are dying require a syringe driver. A four hourly checklist should be in place to monitor the use of a syringe driver.				
	Provision of Food and Fluid A person should be supported to take fluid and foods by mouth for as long as is safe and tolerated:				
alth E	Is clinically assisted (artificial) nutrition required:	Comments:			
cal Hea	If clinically assisted (artificial) nutrition is already in place please record the route:				
Taha Tinana - Physical Health SENIOR CLINICIAN TO COMPLETE	This review is discussed with the person where possible and appropriate and with the relative, whānau, or friend: Yes No 				
inan DR CLI	Is clinically assisted (artificial) hydration required?				
senic	□ Not required □ Discontinued □ Continued If clinically assisted (artificial) hydration is already in place please record the route:				
Tal					

 If clinically assisted (artificial) hydration is already in place please record the route:

 □ IV
 □ SC
 □ PEG/PEJ
 □ NG

 This review is discussed with the person where possible and appropriate and with the relative, whānau or friend*:
 □ Yes
 □ No

Personalised Care Needs: Spiritual and Cultural

Ethnicity: Which ethnic group or groups does the person identify with	Comments:				
It is best practice to ask the person the ethnic groups they identify with.					
You can gain important information at this time, for example, someone's iwi or other cultural affiliations that may be important in addressing the goals related to personalising care.					
The person is given the opportunity to discuss what is important to them at this time, eg their wishes, feelings, faith, beliefs, values and culture.					
The relative, whānau spokesperson or friend* is given the opportunity to discuss what is important to them at this time, eg their wishes, feelings, beliefs, values and culture.					
Conversations could include identification of specific customs, traditions or cultural practices that are important to the person, relative, whānau or friend at death and after death.					
Religious tradition identified, please specify					
Person's minister/priest/spiritual advisor/tohunga (Maori spiritual advisor) name					
Phone no Date/time	Contacted: 🗆 Yes 🗆 No 🗆 N/A				
Support of the facility spiritual advisor: Name					
Phone no Date/time	Contacted: 🗆 Yes 🗆 No 🗆 N/A				
The person and their family, whanau, or friends* are aware of the facility cultural support (if available), such as the Māori Health Service, Te Whare Rapuora:					

PATIENT	ID LABEL
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	After Death Care Prac	tices
Taha Wairua - Spiritual Health	Are there any specific care practices that the person, family, whānau or friend* want staff to be aware of? Including wishes regarding tissue/organ donation?	Comments:
	Checklist	T
MDT, t	ne person, relative, whānau or friend recognise and agree that	Comments:

MDT, the person, relative, whānau or friend recognise and agree that person is dying and have been communicated with regarding plan of care:	Comments:
□ Yes □ No	
The person, relative, whānau or friend have agreed to the place of care:	
🗆 Yes 🖾 No	
Initial assessment complete:	
□ Yes □ No	
The person, relative, whānau or friend have been given opportunities for further discussion about the plan of care and are aware this plan of care will be regularly reviewed in consultation with them:	
□ Yes □ No	

Section 2: Ongoing Assessment of the Goals of Care

Date

Day

Undertake a MDT review of the current care plan. If at any time there is a change in relation to any of the following:

- Improved conscious level, functional ability, mobility, ability to perform self-care.
- Concerns expressed regarding management plan from either the person, relative, whanau or friend or MDT member.

This care plan will be reviewed in its entirety daily.

When each goal is assessed mark with an 'A' if it	0400	0800	1200	1600	2000	2400
has been 'achieved'. If interventions are required, mark a "IR" and enter that change on the	ŀ	f using this i	n community	enter visitin	g times belo	w
"Interventions Required Sheet" pg 7.						
The person:						
ls pain free						
ls not agitated						
Has no respiratory tract secretions						
ls not breathless						
ls not nauseated						
ls not vomiting						
Has no urinary problems						
Has no bowel problems: Bowels last opened						
Has no other symptoms (Record symptom here as applicable)						
Medication and route remain appropriate						
Food and fluid have been provided as appropriate (see question 6 of page 5)						
Has a moist and clean mouth						
Skin integrity is maintained Braden score						
Personal hygiene needs met						
Receives their care in a physical environment adjusted to support their individual needs						
Personalised care needs met (see questions page 5)						
Relatives, whānau or friends*						
Personalised care needs met (see questions page 5)						
Other care needs						
Signature of the registered nurse per shift:	Night	Mo	rning	After	noon	Night

Interv Please ref					vention	tions Required Sheet intervention required on this sheet.			
	W	hat rred?	Interv ta	entions ken	Was interve Yes	ntion effective? No	If no, what further intervention was taken?	Initials	
	Date:	Time:	Initials:	Time:	105				
					-				
	Date:	Time:	Initials:	Time:					
	Data	Time	Initiala	Time:					
	Date:	Time:	Initials:	Time:					
	Date:	Time:	Initials:	Time:					
-									
	Date:	Time:	Initials:	Time:					
-					-				
	Date:	Time:	Initials:	Time:					
-									
	Date:	Time:	Initials:	Time:					
	Date.								

BARCODE AREA

BINDING MARGIN - NO WRITING

Interventions Required Sheet Please record intervention required on this sheet.							
	What ccurred?	Inte	ventions aken	Was intervention effective?		If no, what further intervention was taken?	Initials
				Yes	No	intervention was taken?	
Date:	Time:	Initials:	Time:				
Date:	Time:	Initials:	Time:				
Date:	Time:	Initials:	Time:				
Date:	Time:	Initials:	Time:				
Date:	Time:	Initials:	Time:				
Date:	Time:	Initials:	Time:				
Date:	Time:	Initials:	Time:				

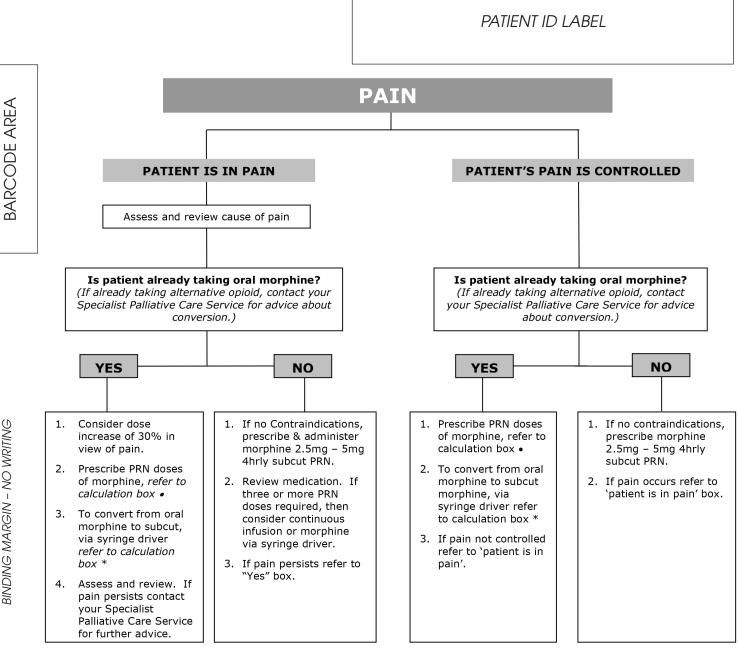
	Progress Notes						
BARCODE AREA	Date/Time	Record significant events/conversations/medical review/significant changes to the person/visits by other specialist teams, eg palliative care/second opinion if sought/person and/or relative, whānau or friend concerns. A summary should be entered each shift.	Print name and signature and role				
Ъ							
BINDING MARGIN - NO WRITING							
Ð							
	For additional pages ord						

	Progress Notes				
Date/Time	Record significant events/conversations/medical review/significant changes to the person/visits by other specialist teams, eg palliative care/second opinion if sought/person and/or relative, whānau or friend concerns. A summary should be entered each shift.	Print name and signature and role			

Section 3: Care After Death

Date of person's death Time of perso	n's death 🗆 Burial 🛛 Cremation
Details of healthcare professional who verified death:	
Name (please print)	Signature
Comments	
Family/whānau present at time of death	
Persons present at time of death	
If not present, has the relative, whānau or friend* been notified:] Yes 🗆 No
Name of person informed	Relationship to the person
Name of Funeral Director	Telephone no
The person is treated with respect and dignity whilst care is unde	rtaken.
Universal precautions and local policy and procedures including infarmed are adhered to.	ection risk
Spiritual, religious cultural rituals/needs met.	
Organisational policy followed for the:	
 management of ICDs storage of the person's valuables and belongings. 	
Are valuables left on the person (if requested): \Box Yes \Box No	
The relative, whānau or friend can express an understanding of w will need to do next and are given relevant written information.	'hat they
Conversation with relative, whānau or friend explaining the next ste	ps.
Written information is given such as:	
'What to Expect When You are Grieving' leaflet given: $\ \square$ Yes $\ \square$ No)
Information given regarding how and when to contact the funeral c (if appropriate) to make an appointment regarding the death certifi and person's valuables and belongings where appropriate:	cation
Discuss as appropriate the following: viewing the body/ the need for post mortem/the need for removal of cardiac devices/the need for a discussion with the coroner: Yes No	
Confirm wishes regarding tissue/organ donation discussed: 🛛 Yes	□ No
Information given to families and whānau on child bereavement ser where appropriate: Yes No	rvices
A private space is available for family/whānau.	
Arrangements for blessing room/bed space made as appropriate:	
Karakia/prayer are offered in respect of cultural needs of family/wha	inau:
The medical team and/or general practice teams/ARC that support person in their usual place of residence are notified of the person Yes INO	
The person's death is communicated to appropriate services acrosory organisation:	ss the
☐ Yes □ No	

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- To convert from alternative opioid contact Specialist Palliative Care services for advice.
- Review drug, dose, frequency for patients elderly, frail, have dementia or renal failure. Start with lower doses and increase slowly as required.
- Morphine is contraindicated if GFR is <30ml/min (see pain for those in renal impairment.

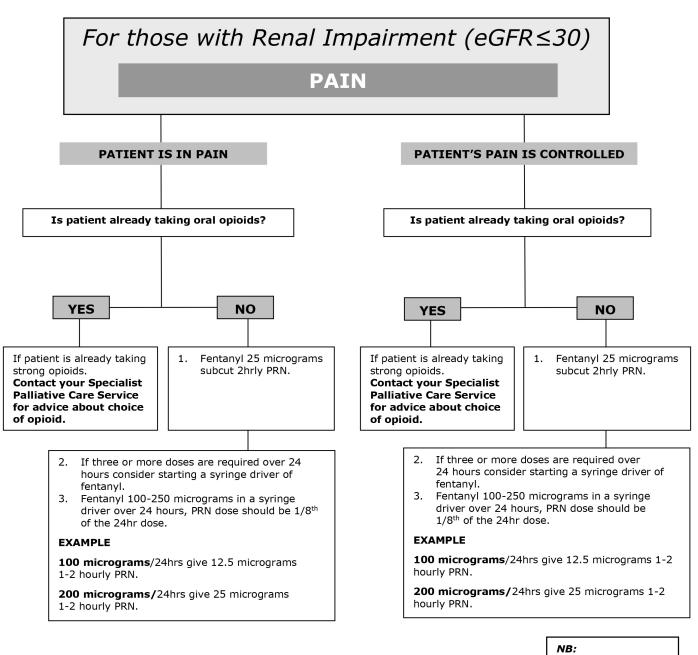
MORPHINE CALCULATIONS

- To convert from oral morphine to morphine subcut via syringe driver, halve the total 24 hour dose of oral morphine e.g. 20 mg oral morphine over 24 hours = 10 mg of subcut morphine over 24 hours.
- PRN doses of morphine should be one-sixth of the 24 hour dose in the syringe driver e.g. morphine 30 mg subcut via a syringe driver will require 5 mg morphine subcut PRN 4 hrly.

Please note: If you require further advice at any time 24hrs a day please contact Arohanui Hospice - (06) 356 6606.

Palmerston North Hospital inpatients contact the hospital palliative care service Monday - Friday 8am - 5pm.

NB: subcut (subcutaneous) PRN (as required)



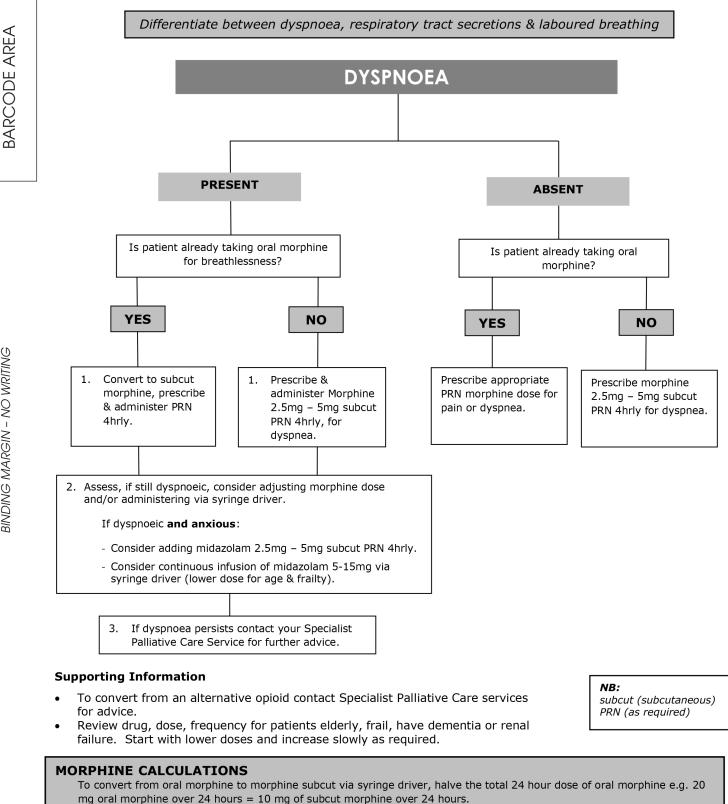
Supporting Information

- To convert from an alternative opioid contact Specialist Palliative Care services for advice.
- Many of the opioid analgesics and their metabolites may accumulate in Renal Failure causing toxicity with myoclonic jerks, profound narcosis and respiratory depression. Morphine and its metabolites are most likely to cause toxicity. Fentanyl is less likely to cause these problems, as the metabolites are not active.
- The duration of effect from morphine and oxycodone may last longer than in a patient with normal renal function.
- **Oxycodone** can be used only with caution if $GFR \le 20$ ml/min.

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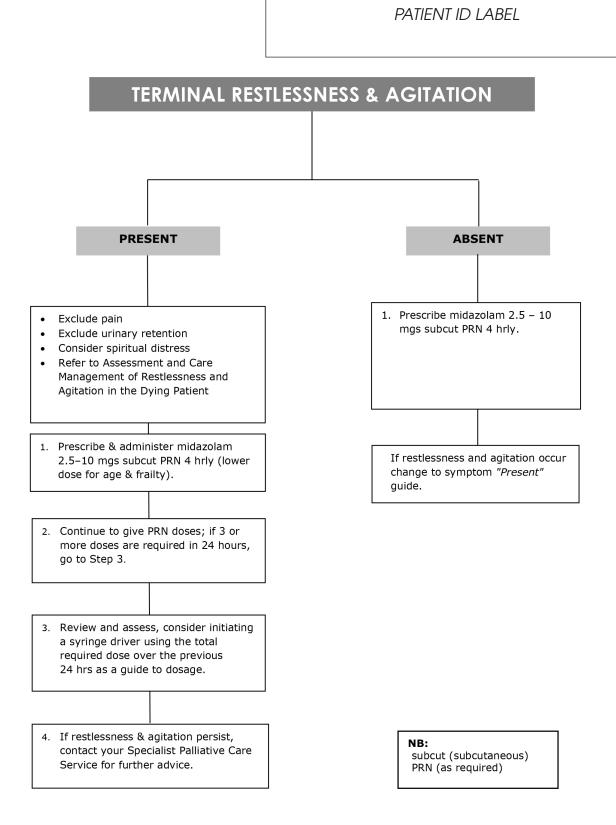
s/c (*subcutaneous*) *PRN* (*as required*)



PRN doses of morphine should be one-sixth of the 24 hour dose in the syringe driver e.g. morphine 30 mg subcut via a syringe driver will require 5 mg morphine subcut PRN 4hrly.

Please note: If you require further advice at any time 24hrs a day please contact Arohanui Hospice – (06) 356 6606.

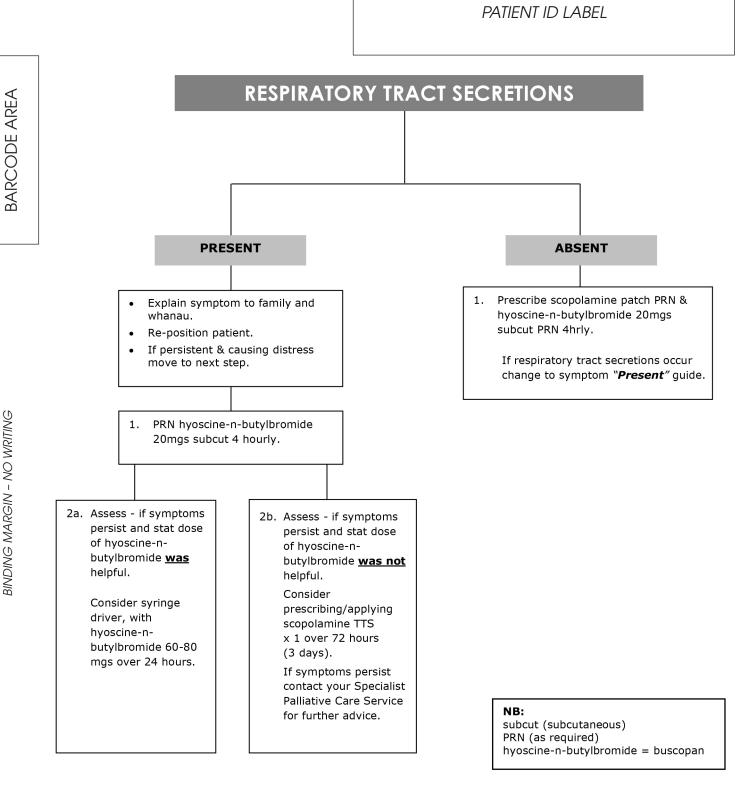
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- The management of agitation and restlessness does not usually require the use of opioids unless the agitation and restlessness is thought to be caused by pain.
- Review drug, dose, frequency for patients elderly, frail, have dementia or renal failure. Start with lower doses and increase slowly as required.

Please note: If you require further advice at any time 24hrs a day please contact Arohanui Hospice – (06) 356 6606.

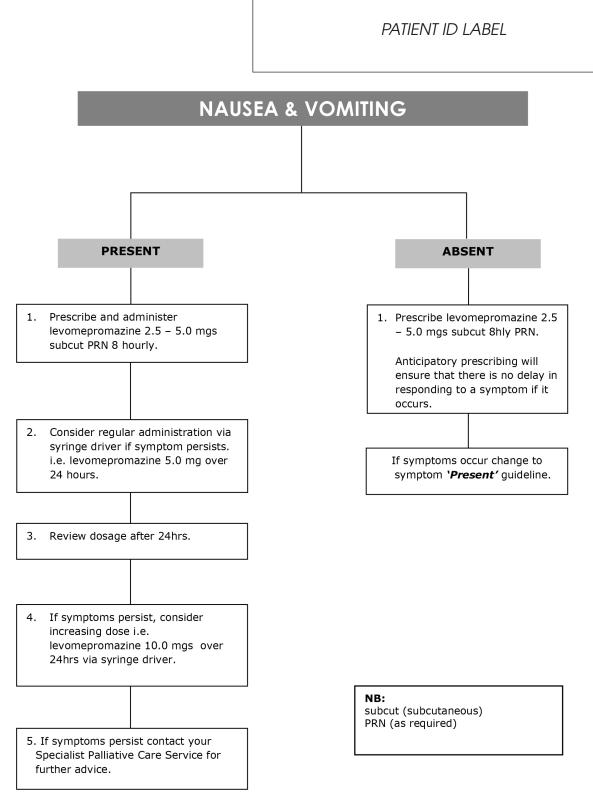
Palmerston North Hospital inpatients contact the hospital palliative care service Monday – Friday 8am – 5pm.



- Early intervention may enable more successful management of this symptom.
- Review drug, dose, frequency for patients elderly, frail, have dementia or renal failure. Start with lower doses and increase slowly as required.

Please note: If you require further advice at any time 24hrs a day please contact Arohanui Hospice – (06) 356 6606

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- Levomepromazine can be sedating.
- Review dose for patients who are elderly, frail, have dementia or renal failure (2.5mgs may be more appropriate).

Please note: If you require further advice at any time 24hrs a day please contact Arohanui Hospice – (06) 356 6606.

Palmerston North Hospital inpatients contact the hospital palliative care service Monday – Friday 8am – 5pm.

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