

# 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, whe e possible and appropriate, and those identified as impo tant 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 impo tant 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 docume 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 equirements, for example the use of electronic clinical records alongside this document, responsibilities for specific se tions, 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 <u>and reviewed at least daily.</u>

A full review of current medications is undertaken and non-essentials discontinued. The person should only be receiving medications that are beneficial 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:**

# **ALGORITHM**

Decision making in recognising dying and use of the care plan to support care in the last hours or days of life.

Deterioration in the person's condition suggests that the patient could be dying. Multidisciplinary Team (MDT) Assessment **ASSESSMENT** • Is there a potentially reversible cause for the person's condition? Eg exclude opioid toxicity, renal failure, hypercalcaemia, infection. • Is there an advance decision to refuse treatment, Advance Care Plan, Advanced Directive? • Does the person have the capacity to make their own decisions on their own treatment at this moment in time? Is the person being cared for in the most appropriate setting or place of their choice? • Is a specialist referral needed? For example Specialist Palliative Care or a second opinion. • Is there an expressed wish for organ/tissue donation? The support of an advocate as appropriate. **CLINICAL DECISION** The person is NOT recognised as dying The person IS recognised as dying (in the last hours or days of life) (in the last hours or days of life) The person (where appropriate) and Review the current plan of care relative or carer communication is focused on recognition and understanding that the patient is dying Discussion with the person and relative or carer to explain the new COMMUNICATION or revised plan of care Discussion with the person (where appropriate) and relative or carer to explain the current plan of care The Last Days of Life Care Plan is commenced including initial, then ongoing regular assessments MANAGEMENT A full multidisciplinary team (MDT) reassessment and review of the current plan of care should be triggered when one or more of the following apply: REASSESSMENT Improved consciousness Concerns expressed regarding management level, functional ability, plan from either oral intake, mobility, and/or ability to perform person, relative or carer self-care or team member

Always remember that the Specialist Palliative Care Teams are available for advice and support, especially if:

Symptom control is difficult and/or if the are difficult ommunication 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:

Faha Tinana - Physical Health SENIOR CLINICIAN TO COMPLETE

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?
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):						
Taha Whānau and Taha Hinengaro - Family and Mental Health	The person is able to take a full and active part in communication:  □ Yes □ No						
	The person is aware that they are dying:  □ Yes □ No						
	The relative, whānau spokesperson or friend* is able to take a full and active part in communication:  — Yes — No						
	The relative, whānau spokesperson or friend* is aware that their relative, whānau member or friend* is dying:  Yes No						
	Record outcome of the shared discussion between health professionals and with the person, relative, whānau or friend*						
aha V - F							

<sup>\*</sup> Included in this list is also advocate and carer.

<sup>\*\*</sup> 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 Days of Life Care Plan Commenced									
Date care plan commenced									
Name of senior clinician**/lead h (record name belo	nealth practitioner		Nai (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 presonances	ent for discussion				
Name:		Name:	(,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,						
Relationship:		Relationship:							
This care plan may be discontinued aft					d here:				
Date discontinued			ed						
Reasons why this care plan was disconti	nueu by MDT Team								
The person is aware of changing focus o	f care:		□ Yes □ No	0					
The relative, whānau or friend* is aware		☐ Yes ☐ No							
	Signa	ntures							
	I personnel completing the d and understood the 'Heal	care plan plea		n' on a separate	sheet.				
Name (print)	Full Signature		Initials	Professional Title	Date				
	İ			ı					

<sup>\*</sup> 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

ۇ ك	When to contact:		Relationship to person									
ي ح	when to contact:   At a	When to contact: $\Box$ At any time $\Box$ Not at night time $\Box$ Staying with person overnight										
.l	2nd contact name											
al Hea	Relationship to person Mobile no Mobile no											
ent	When to contact: $\Box$ At a	ny time 🔲 Not at nig	ght time $\;\;\square\;$ Staying with ${}_{ m I}$	person overnight								
2d ≥	$\square$ Next of kin (this may be	different from above)	or $\square$ Enduring Power of	Attorney (EPOA) or $\Box$	Whānau spokesperso							
<u> </u>	Name		Name									
- Family and Mental Health	Contact details		Contact deta	ils								
	The relative, whānau or frie and support available to th		anation of the facilities	Comments:								
1111	and written information ha □ Yes □ No	s been given:										
		Base	Line Information									
	Conscious state:											
Physical Health	Able to swallow: Nauseated: Continent (bladder):	<ul><li>☐ Yes</li><li>☐ No</li><li>☐ Yes</li><li>☐ No</li><li>☐ Yes</li><li>☐ No</li></ul>	Vomiting: Continent (b		Yes □ No Yes □ No							
\ \T\ \	Catheterised: Hygiene needs assessed: Mouth moist and clean:	☐ Yes ☐ No ☐ Yes ☐ No	Skin integrity		Yes □ No							
\\\\	Other symptoms or distress (eg oedema, itch):	r symptoms or distress										
	Interventio	ns in the Best Inte	erest of the Person at	this Moment in Ti	me							
E		Currently not being taken/or given	Discontinued	Continued	Commenced							
OMPLET	Routine blood tests											
INTOC	Intravenous antibiotics											
CLINICIA	Blood glucose monitoring											
SENIOR CLINICIAN TO COMPLETE	Recording of routine vital signs											
	Oxygen therapy											

	Medication								
Taha Tinana - Physical Health SENIOR CLINICIAN TO COMPLETE	Current medication assessed and medications no longer essential for comfort discontinued:								
na - F	A syringe driver is available:   Already in place Is available if required								
Taha Tinai SENIOR CL	If a syringe driver is to be used explain the rationale to the person, relative, whānau require a syringe driver.  A four hourly checklist should be in place to monitor the use of a syringe driver.	ı, friend*. Not all people who are dying							
•	The state of the s								
	Provision of Food and Fluid A person should be supported to take fluid and foods by mouth for as ke	ong as is safe and tolerated:							
alth TE	Is clinically assisted (artificial) <b>nutrition</b> required:  ☐ Not required ☐ Discontinued ☐ Continued	Comments:							
cal He	If clinically assisted (artificial) <b>nutrition</b> is already in place please record the route: $\Box$ NG $\Box$ PEG/PEJ $\Box$ NJ $\Box$ TPN								
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								
	Is clinically assisted (artificial) <b>hydration</b> required?  ☐ Not required ☐ Discontinued ☐ Continued								
	If clinically assisted (artificial) <b>hydration</b> 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 DNO								
	Personalised Care Needs: Spiritual and Cul	tural							
	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 affil tions that may be important in addressing the goals related to personalising care.								
lealth	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.								
Taha Wairua - Spiritual Health	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.								
irua -	Conversations could include identific tion of specific cus oms, traditions or cultural practices that are important to the person, relative, whānau or friend at death and after death.								
a Wa	Religious tradition identifie , please specify								
Tah	Person's minister/priest/spiritual advisor/tohunga (Maori spiritual advisor) name								
	Phone no Date/time								
	Support of the facility spiritual advisor: Name								

	After Death Care Prac	tices
Taha Wairua - Spiritual Health	Are there any specific ca e practices that the person, family, whānau or friend* want staff o be aware of? Including wishes regarding tissue/organ donation?   Yes  No	Comments:
Tah		
	Checklist	
person care:	he person, relative, whānau or friend recognise and agree that n is dying and have been communicated with regarding plan of	Comments:
☐ Yes	□ No	
	erson, relative, whānau or friend have agreed to the place of care:	
⊔ Yes	□ No	
	assessment complete:	
☐ Yes	□ No	
for fur	erson, relative, whānau or friend have been given opportunities ther discussion about the plan of care and are aware this plan of ill be regularly reviewed in consultation with them:	
☐ Yes	□ No	

# PATIENT ID LABEL

# Section 2: Ongoing Assessment of the Goals of Care

Date	Day
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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, whānau 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	If	f using this in	community	enter visitin	g times belov	W
"Interventions Required Sheet" pg 7.						
The person:						
Is pain free						
Is not agitated						
Has no respiratory tract secretions						
Is not breathless						
Is not nauseated						
Is 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 4)						
Relatives, whānau or friends*						
Personalised care needs met (see questions page 4)						
Other care needs						
Signature of the registered nurse per shift:	Night	Mor	ning	After	noon	Night

					D	Cl	
			Inte Please	rvention: record interve	s Required on to	Sheet this sheet.	
What Interventions occurred? taken			ntion effective?	If no, what further intervention was taken?			
				Yes	No	intervention was taken?	Initials
Date:	Time:	Initials:	Time:				
	<u> </u>						
Date:	Time:	Initials:	Time:				
Date:	Time:	Initials:	Time:				
Date:	Time:	Initials:	Time:				
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				_			
Date:	Time:	Initials:	Time:				

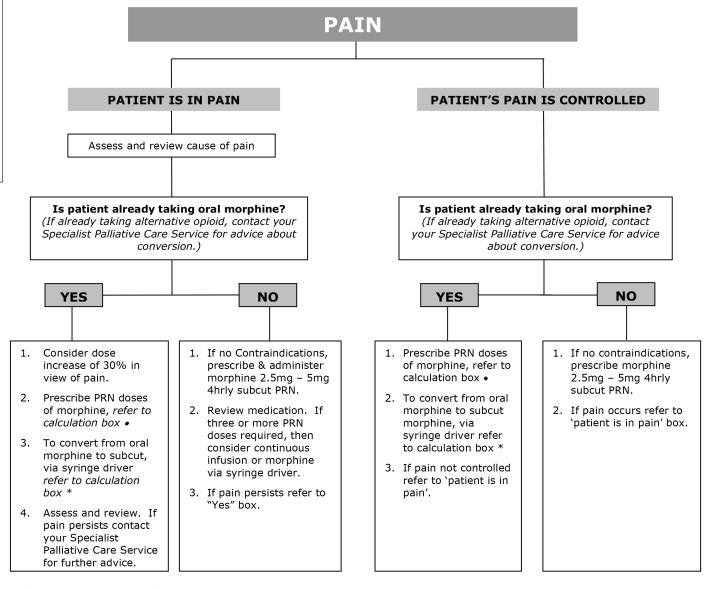
Interventions Required Sheet Please record intervention required on this sheet.							
00	What ccurred?	Inter	ventions aken		ntion effective?	If no, what further intervention was taken?	Initials
Date:	Time:	Initials:	Time:	Yes	No		
Date:	Time:	Initials:	Time:				
Date:	Time:	Initials:	Time:				
Date:	Time:	Initials:	Time:				
	'						
Date:	Time:	Initials:	Time:				
Date:	Time:	Initials:	Time:				
Date:	Time:	Initials:	Time:				
					<u>I</u>	For additional pages or	

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

Progress Notes								
Date/Time	Record significa t events/conversations/medical review/significa t 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
Details of healthcare professional who verified death:
Name
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: $\square$ Yes $\square$ No
Name of person informed
Name of Funeral Director
The person is treated with respect and dignity whilst care is undertaken.
Universal precautions and local policy and procedures including infection risk are adhered to.
Spiritual, religious cultural rituals/needs met.
Organisational policy followed for the:
<ul> <li>management of ICDs</li> <li>storage of the person's valuables and belongings.</li> </ul>
Are valuables left on the person (if requested): $\square$ Yes $\square$ No
The relative, whānau or friend can express an understanding of what they will need to do next and are given relevant written information.
Conversation with relative, whānau or friend explaining the next steps.
Written information is given such as:
'What to Expect When You are Grieving' leaflet iven: ☐ Yes ☐ No
Information given regarding how and when to contact the funeral director (if appropriate) to make an appointment regarding the death certific tion and person's valuables and belongings where appropriate:   Yes  No
Discuss as appropriate the following: viewing the body/ the need for a post mortem/the need for removal of cardiac devices/the need for a discussion with the coroner:   Yes  No
Confi m wishes regarding tissue/organ donation discussed: ☐ Yes ☐ No
Information given to families and whānau on child bereavement services where appropriate:   No
A private space is available for family/whānau.  Arrangements for blessing room/bed space made as appropriate:  Yes No  Karakia/prayer are offered in respect of cultural needs of family/whānau: Yes No
The medical team and/or general practice teams/ARC that supports the person in their usual place of residence are notified of the person's death:    Yes  No
The person's death is communicated to appropriate services across the organisation:     Yes  No

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#### Supporting Information

- 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.

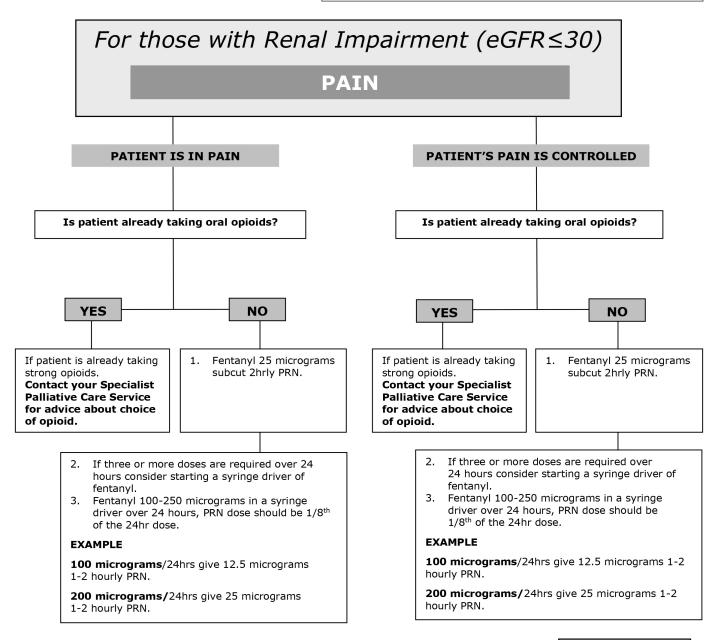
#### NB:

subcut (subcutaneous) PRN (as required)

#### **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 <u>24 hour dose</u> 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.



#### **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
- 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 ≤ 20ml/min.

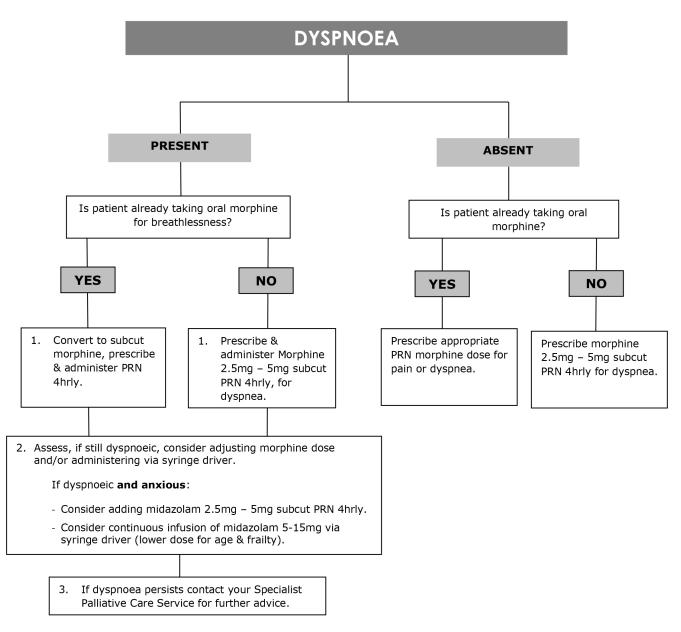
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Palmerston North Hospital inpatients contact the hospital palliative care service Monday – Friday 8am – 5pm.

#### NB:

s/c (subcutaneous) PRN (as required)

Differentiate between dyspnoea, respiratory tract secretions & laboured breathing



### **Supporting Information**

- To convert from an 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.

#### NB:

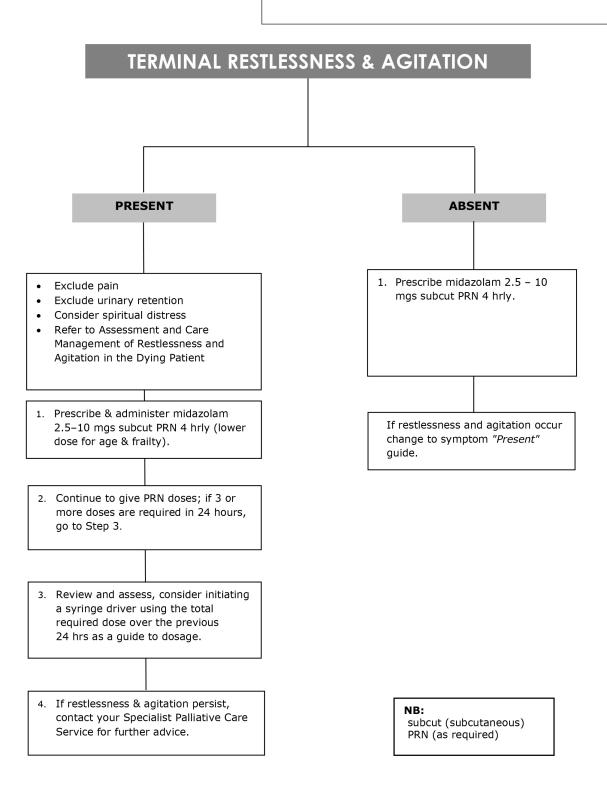
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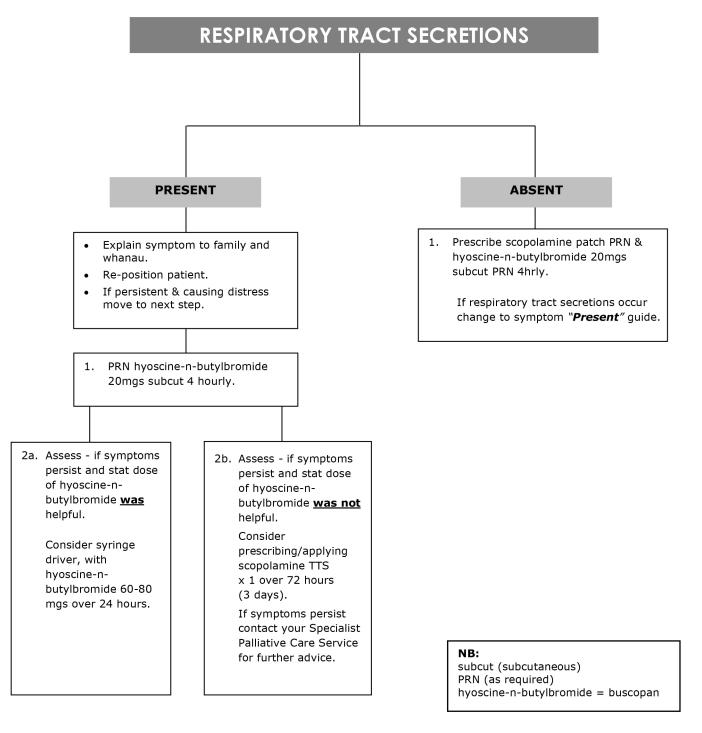
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#### **Supporting Information**

- 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.

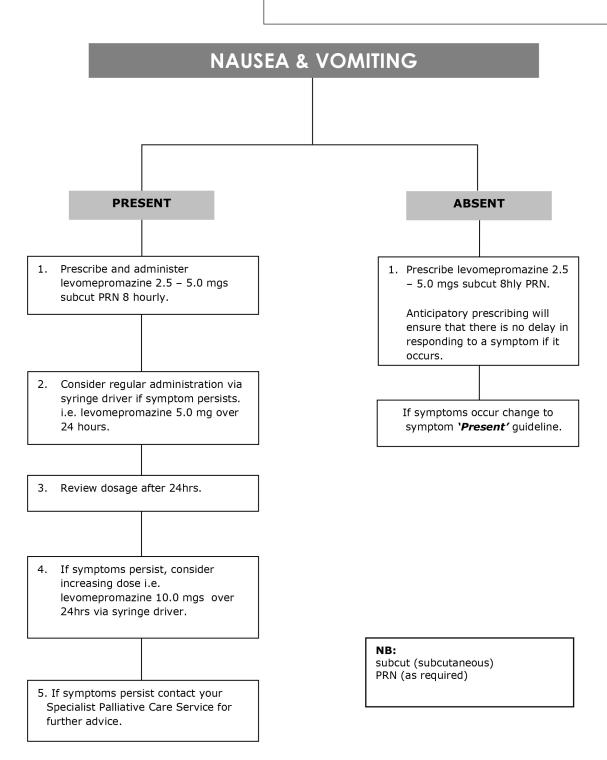
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### **Supporting Information**

- 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



### **Supporting Information**

- 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.