




# What Do I Do When a Patient Brings Their 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
Obtain patient's Green Sleeve  If there is Personal Directive make a copy and file it in the chart. Place original document back in Green Sleeve.	Review Green Sleeve ACP/GCD documents. Validate with patient that the documents reflect their current wishes. Document relevant conversations on ACP/GCD Tracking Record	Review ACP documents including past GCD orders. Discuss as appropriate. If a patient has a current GCD order reconcile into electronic health record (if applicable)
Put Green Sleeve on patient chart. First page. Notify Nurse that patient has brought in a Green Sleeve with documents to be reviewed.	Notify physician and document: <ul style="list-style-type: none"> <li>✓ if changes to current GCD are indicated.</li> <li>✓ if Personal Directive is enacted.</li> </ul>	Document relevant conversations on ACP/GCD Tracking Record. If ordering a new GCD order void out of date paper GCD order and file in back of patient's Green Sleeve. Current GCD order is first page in Green Sleeve.

- ✓ If patients do not bring in a Green Sleeve, consider asking if they have a Green Sleeve at home. There are important documents in the Green Sleeve that the HCP team needs to be aware of (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 documented healthcare wishes relevant to the clinical situation?
- ✓ Photocopies are not encouraged, however if you need to make a photocopy of the current GCD order, nurse writes on the photocopy: "True copy of most recent GCD order" the date, sign, print signature. This increases the order's legitimacy when viewed in the community, ie: EMS
- ✓ If using an electronic documentation / ordering system, new GCD orders entered electronically need to be printed and put as the front page of the Green Sleeve on the patient's chart. Void the out of date GCD order and file in the back of the Green Sleeve

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