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| Preparation checklist for health and disability service providers | November 2021 |

This checklist is to support health and disability service providers plan and prepare for the assisted dying service.

This checklist is intended to be used alongside [*Planning and preparation for assisted dying services – Information for health and disability service providers*](https://www.health.govt.nz/node/14650).

More information about assisted dying can be found on [the Ministry’s website](https://www.health.govt.nz/node/14361).

## Assess involvement in providing dying services

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| **Tasks may include:** | **Notes** | **Completed** |
| Assessing likely level of involvement in providing assisted dying services, ie, based on type of care currently provided |       |       |
| Assessing likely numbers of requests for assisted dying, ie, based on area covered by provider |       |       |
| Assess workforce interest and willingness to be involved in providing assisted dying services, ie, through conversations or a workforce survey |       |       |
| Create a position statement about involvement in providing assisted dying services (particularly in situations of conscientious objection) |       |       |

### Define who will lead preparations for assisted dying services

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| **Tasks may include:** | **Notes** | **Completed** |
| Forming a group that represents the multidisciplinary team to lead preparations – include medical practitioners, nurses, Māori, allied health, legal, and other relevant groups, ie, primary care, palliative care |       |       |
| Establishing a contact point for staff questions and concerns, including ethical or legal queries |       |       |
| Notifying the Ministry of Health of the key contacts in your organisation – EOLC@health.govt.nz |       |       |

## Develop policies and procedures specific to assisted dying

Service providers can use the [*Assisted Dying Policy Guidance*](https://www.health.govt.nz/node/14650) to support development of policies and procedures.

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| **These may cover:** | **Notes** | **Completed** |
| Responding to requests about assisted dying (particularly if the topic is raised with a staff member who is not a medical practitioner) |       |       |
| Ensuring continuity of care is possible for a person choosing assisted dying (particularly if assisted dying is not provided by the service provider) |       |       |
| If staff members wish to be involved in assisted dying services outside of their contract with a health service provider, ie, does this require taking unpaid leave |       |       |
| Steps taken if a person requests assisted dying, but is not eligible |       |       |
| Any additional planning or administrative support that is required |       |       |

## Update policies and procedures in relation to the introduction of assisted dying

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| **These may include in relation to:** | **Notes** | **Completed** |
| End-of-life care, ie, referrals to palliative care, advanced care planning |       |       |
| Medical treatment decision making, ie, assessment of decision-making capacity, coercion assessment |       |       |
| Care for the deceased and bereavement support for whānau |       |       |
| Data collection, including death verification |       |       |
| Equity and access, ie, patient rights and continuity of care |       |       |
| Ethics and legal support |       |       |
| Travel for practitioners providing service in home or community settings |       |       |

## Support employees to access guidance and training

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| **Tasks may include:** | **Notes** | **Completed** |
| Updating staff through newsletters, emails and intranet |       |       |
| Ensuring staff are familiar with professional standards, guidelines, and codes of conduct and consider how these apply in the context of assisted dying services |       |       |
| Encouraging staff to access information and training produced by the Ministry of Health, including e-learning modules and webinars |       |       |
| Running question and answer, discussion or education sessions (this could include using [e‑learning modules](https://learnonline.health.nz/course/view.php?id=470) or [presentation for non-regulated and non-clinical workforce](https://www.health.govt.nz/node/14650)) |       |       |

## Ensure appropriate supports are available to staff

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| **Tasks may include:** | **Notes** | **Completed** |
| Developing peer networks for staff who may be involved in assisted dying services |       |       |
| Developing opportunities to debrief about experiences of responding to requests or providing assisted dying services |       |       |
| Ensuring staff are aware of and can access supports such as the Employee Assistance Programme (EAP) |       |       |



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