

	Dimensions: Continuity	HAO Standard: 5.2 A-F	Policy: Continuity #2
	Original Approval Date: February 17, 2003	Date Revised: February 2, 2009	Revision Approval Date: August 31, 2009

TOPIC: COLLABORATION WITH OTHER AGENCIES/INDIVIDUALS

POLICY STATEMENT:

NNPCN (N/PS) works collaboratively with other members of the interdisciplinary team.

PROCEDURE:

1. The contact names and telephone numbers of other agencies/individuals who are providing care to the client/caregivers are contained on one or more of the following forms:
 - Client Referral-Form 018
 - Assessment-Form 002
 - Individual Palliative Care Plan-(Form 089)
 - Consent to Obtain and Release Information-(Form 071)
2. NNPCN (N/PS) obtains written permission from the client to contact and share relevant information with other service providers.
3. NNPCN (N/PS) initiates and/or participates as appropriate in interdisciplinary team conferences.
4. NNPCN (N/PS) encourages referrals of potential clients prior to discharge from hospital.
5. NNPCN (N/PS) provides a Communication Package, for the client, in which all members of the NNPCN team can make notes and comments.
6. If “Chart in the Home” from NECCAC is being used, all documentation by NNPCN client volunteers will be done on the form specific for NNPCN use, found in the binder. Documentation will only be done once. Client and family may document on sheet for “All Disciplines”, found at the front of the chart.

7. NNPCN (N/PS) evaluates, with the other members of the interdisciplinary team, the effectiveness of the team’s collaborative approaches by requesting team members to complete “Evaluation of Services” (Form 083)

REVISION HISTORY:

DATE mm/dd/yyyy	REVISED BY	REVIEW ONLY (✓)	COMMENTS / MODIFICATIONS	BOARD APPROVAL DATE: mm/dd/yyyy