

Assisted Dying Service

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*.

More information about assisted dying can be found on [the Ministry's website](#).

Assess involvement in providing dying services

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

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* to support development of policies and procedures.

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

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

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 or presentation for non-regulated and non-clinical workforce)		

Ensure appropriate supports are available to staff

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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