

**CAPC CONSENSUS OPERATIONAL FEATURES AND PROGRAM METRICS--SELF ASSESSMENT TOOLS (1-4)**

**WORKSHEET 1A: SELF-ASSESSMENT OF OPERATIONAL FEATURES: EXISTING PROGRAMS**

<b>Domain</b>	<b>Must Have</b>	<b>Inventory</b>	<b>Should Have</b>	<b>Inventory</b>	<b>Action Plan and Potential Barriers</b>
Program Administration	Palliative care program staff integrated into the management structure of the hospital to ensure that program processes, outcomes and strategic planning are developed in consideration of hospital mission/goals.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Systems that integrate palliative care practices into the care of all hospitalized seriously ill patients.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Types of Services	A consultation service that is available to all hospital inpatients.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Resources for outpatient palliative care services, especially in in > 300 bed hospitals	Yes <input type="checkbox"/> No <input type="checkbox"/>	
			----- An inpatient palliative care geographic unit, especially in > 300 bed hospitals	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Availability	Monday–Friday inpatient consultation availability and 24/7 telephone support.	Yes <input type="checkbox"/> No <input type="checkbox"/>	24/7 inpatient consultation, especially in > 300 bed hospitals	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Staffing	Specific funding for a designated palliative care MD(s). All program MDs must be HPM board certified or committed to working toward board certification.	Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	
	----- Specific funding for a designated palliative care RN(s), with APN preferred. All program nurses must be certified by the National Board for Certification of Hospice and Palliative Nursing (NBCHPN) or committed to working toward board certification.	Yes <input type="checkbox"/> No <input type="checkbox"/>			
	----- Appropriately trained staff to provide mental health services.	Yes <input type="checkbox"/> No <input type="checkbox"/>			
	----- SW(s) and chaplain(s) available to provide care as part of an interdisciplinary team.	Yes <input type="checkbox"/> No <input type="checkbox"/>			
	----- Administrative support (secretary/administrative assistant position) in hospitals with either more than 150 beds or a	Yes <input type="checkbox"/> No <input type="checkbox"/>			