

**Name of Policy:** **Psychiatric Advance Directives**  
**Policy Number:** 3364-160-SD-144  
**Approving Officer:** Chief Executive Officer  
**Responsible Agent:** Chair, Department of Psychiatry  
Administrative Director  
**Scope:** Outpatient Clinic - Psychiatry



**Effective date:** April 26, 2023

**Original effective date:** August 2017

Key words: psychiatry, informed consent, risk, benefit, minors, advance directives

	New policy proposal	X	Minor/technical revision of existing policy
	Major revision of existing policy		Reaffirmation of existing policy

**(A) Policy statement**

The University of Toledo Medical Center ("UTMC") recognizes that every competent adult has the right to determine what will be done to their person, including the right to informed consent, to accept or refuse treatment, and to execute psychiatric advance directives (PAD).

**(B) Purpose of Policy**

To establish a uniform procedure by which UTMC will inform the patient of their right to self-determination and advance directives and to document the existence of any advance directive.

**(C) Procedure**

- (1) Adult patients with serious mental illness receiving services from the department of psychiatry outpatient clinic will be asked if they have a psychiatric advance directive (PAD); and if patient requests, will be provided information regarding their PAD rights, and resources available to assist in formulating their PAD. Any responses will be documented in the EMR.
- (2) If a patient brings a copy of the PAD, a copy will be scanned into the EMR;
- (3) If a patient states they have a PAD but did not bring it with them, staff will ask the patient to bring a copy to the next visit;

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- (4) UTMC will honor psychiatric advanced directives unless revoked or temporarily suspended.
- (5) Clinical staff who are involved in the care, treatment, or services provided to that adult are aware that the PAD exists and knows how to access it.

<p><b>Approved by:</b></p> <p>/s/</p> <p>Rick Swaine, CPA Chief Executive Officer</p> <p>April 26, 2023</p> <p>Date</p> <p>/s/</p> <p>Robert Smith, MD, PhD Chair</p> <p>April 7, 2023</p> <p>Date</p> <p>/s/</p> <p>Lindsay Watson, LSW, MBA Administrative Director</p> <p>April 7, 2023</p> <p>Date</p> <p><i>Review/Revision Completed by: Department of Psychiatry Administration</i></p>	<p><b>Policies Superseded by this Policy:</b></p> <ul style="list-style-type: none"><li>• <i>None</i></li></ul> <p>Initial effective date: August 2017</p> <p>Review/Revision Date: July 10, 2020 April 26, 2023</p> <p>Next review date: April 26, 2026</p>
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