

<b>Name of Policy:</b> <b>Psychiatric Advance Directives</b>  <b>Policy Number:</b> 3364-160-SD-144  <b>Approving Officer:</b> Chief Executive Officer  <b>Responsible Agent:</b> Chair, Department of Psychiatry Administrative Director  <b>Scope:</b> Outpatient Clinic - Psychiatry		  <b>Effective date:</b> April 26, 2023  <b>Original effective date:</b> 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;

## Psychiatric Advance Directives

- (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.

**Approved by:**

/s/

\_\_\_\_\_  
 Rick Swaine, CPA  
 Chief Executive Officer

\_\_\_\_\_  
 April 26, 2023

Date

/s/

\_\_\_\_\_  
 Robert Smith, MD, PhD  
 Chair

\_\_\_\_\_  
 April 7, 2023

Date

/s/

\_\_\_\_\_  
 Lindsay Watson, LSW, MBA  
 Administrative Director

\_\_\_\_\_  
 April 7, 2023

Date

*Review/Revision Completed by:*  
*Department of Psychiatry Administration*

**Policies Superseded by this Policy:**

- *None*

Initial effective date: August 2017

Review/Revision Date:

July 10, 2020

April 26, 2023

Next review date:

April 26, 2026