

## MAiD CHECKLIST

Seek support from Assisted Dying Program ((844) 550-5556, if Vancouver Coastal Health) or [RACE line](#) at any stage if required.

### Once assessment complete

- Save PDFs of patient's request form (1632), other assessment (1633 or 1634) and, if applicable, waiver (1645)

### Preparation for MAiD

- Confirm arrangements made for body following death
- Paperwork:
  - Gather and reconfirm validity of:
    - Patient's MAiD request (1632)
    - Own provider assessment (1634)
    - Other assessment (1633 or 1634)
    - Waiver (1645), if prepared
    - Medical certificate of death (MCOD)
  - Part-complete your provider assessment and the MCOD
  - Print hard copies
- Notify site of provision, where appropriate
- Notify Assisted Dying Program and arrange RN (out-of-hours: WhatsApp group)
- Medication prescription and paperwork:
  - Complete or part-complete paperwork as appropriate:
    - Appropriate prescription, appropriate drug administration protocol, and medication administration record (one bundle — obtain from Assisted Dying Program). Note different bundles for provision in hospitals.
    - Dispensing record (1641). Part-complete and fax to pharmacy. Dispensing record not required by prescriber after that

- Fax or email these documents to pharmacy. (Davie Pharmacy telephone (604) 559-9952, fax (604) 559-7752. VGH: [tim.lau@vch.ca](mailto:tim.lau@vch.ca) or, if away, [raymond.lee@vch.ca](mailto:raymond.lee@vch.ca); LGH [suzanne.malfair@vch.ca](mailto:suzanne.malfair@vch.ca) or [marilyn.chadwick@vch.ca](mailto:marilyn.chadwick@vch.ca); Richmond Hospital: [Steve.Chong2@vch.ca](mailto:Steve.Chong2@vch.ca) or [Gabriel.Loh@vch.ca](mailto:Gabriel.Loh@vch.ca))
- Make arrangements to collect medications
- Liaise with support nurse

### **To take/collect**

- Collect medication:
  - Take copy of first page of prescription (where you've initialled four statements at the bottom). Pharmacist initials the first statement and returns that page to you. (You submit this later.)
  - If not known to pharmacist, bring photo ID proving you're a doctor/nurse practitioner (e.g. hospital ID)
  - Pharmacist provides two sets of medications (one for backup) and the first page of the prescription, initialled by pharmacist
- Take with you (as appropriate/desired):
  - ID/name badge
  - Stethoscope
  - Tray and cover
  - Name stamp (if you use one — for paper charts in hospitals etc.)
  - Pen
  - Syringes etc. (packs available from Assisted Dying Program)
  - Medications (two sets)
  - Documents:
    - Patient's MAiD request (1632)
    - Own provider assessment (1634) (now part-completed)
    - Other assessment (1633 or 1634)
    - Waiver (1645), if prepared
    - First page of prescription (with your and pharmacist's initials)
    - Drug administration protocol

- Medication administration record (MAR)
- Medical certificate of cause of death (MCOB, now part-completed)
- Envelope, marked 'confidential', for MCOB (unless patient doesn't want family to see MCOB — if so, hand directly to funeral director)

## **MAiD**

- Silence phone
- Conversations with/support for patient and others present
- Give patient opportunity to withdraw request (unless inappropriate and waiver being used)
- Patient or proxy signs 1634 provider document (unless waiver being used)
- Draw up medications. Retain empty vials for return to pharmacy
- Provide MAiD. Confirm death
- Complete 1634 provider document
- Complete medication administration record (MAR)
- Complete medical certificate of cause of death. Scan (e.g. mobile phone app). Leave with hospital for in-hospital provisions; out of hospital, give to family (in envelope, marked as confidential) or, if patient didn't want family to see, submit directly to funeral director
- If access to scanner (e.g. hospital ward), scan and email to self (for later submission to Oversight Unit):
  - 1632 patient's MAiD request
  - 1634 provider document
  - 1633 or 1634 other assessment
  - 1645 (only if used)
  - MAiD prescription
  - Drug administration protocol
  - Medication administration record (MAR)
- Charting in patient's hospital charts
- Support to everyone involved (including staff) before, during, after, and signpost to further support as appropriate

## After MAiD

- Charting on Profile (if not already done)
- Return unused medication and empty vials to pharmacy *within 72 hours of provision*, together with a copy of the completed medication administration record (MAR). (72 hours run from time of provision, not from pickup of medication from pharmacy.) Keep a copy of the MAR for submission to Ministry (below — if you've already scanned the completed version, you're good). Pharmacist will obtain your signature on dispensing record (1641), which *the pharmacist* submits to Ministry of Health
- Your submission to Ministry of Health MAiD Oversight Unit *within 72 hours of provision*:
  - Upload to <https://forms2.gov.bc.ca/forms/content?id=88FD48662D4243AFBE93A70585AAAB57>
  - Documents (as already scanned to yourself, if you had the opportunity to do that, e.g. in hospital):
    - 1632 patient's MAiD request
    - 1634 provider document
    - 1633 or 1634 other assessment
    - 1645 (only if used)
    - MAiD prescription (including the first page, initialled by the pharmacist)
    - Drug administration protocol
    - Medication administration record (MAR)
- Billing (for doctors):
  - 'House call' 00103 if at home, independent living, VGH, Doctors' Residence. For hospital bill 'visit – out-of-office', 13200 (18 – 49y), 15200 (50 – 59y), 16200 (60 – 69y), 17200 (70 – 79y), 18200 (≥80y) (with times)
  - MAiD preparation and procedure 13504
  - Medication pickup and return 13505. Bill once if community pharmacy, using the date of MAiD provision even if done on another day. Can be billed for hospital pharmacy if an extra trip to hospital was required, e.g. because hospital pharmacy had closed before provision was finished, but explain in billing notes.

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