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# ABC HOSPITAL

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Title: Multidisciplinary Treatment Planning (MTP)	Policy Number: 1200.2
Function: Care of Patients	Date Developed: 9/95 rev: 12/00; 8/17/01; 10/06; 9/07; 08/11
Manual: Clinical Services Manual	Page(s):
Developed By: Clinical Services	Attachment(s) N/A

**POLICY:** To provide standardized policy for the development of treatment plans and to provide for use of treatment planning forms.

All patients admitted to ABC Hospital will have an individualized MTP based on all assessments which begins with an admission treatment plan developed at the time of admission. The full MTP will be completed within 72 hours of admission (by the 3<sup>rd</sup> day of the Partial/Outpatient stay). The MTP will be reviewed at least weekly and revised as necessary. The MTP will be shared with the patient and as appropriate the patient's family or significant other(s).

The overall responsibility for the treatment planning process is assigned to the attending physician. Treatment team meetings will be scheduled and conducted on a daily basis where the treatment plans will be formulated, assessed and reviewed. Representatives from Nursing Services, Social Services, Recreation Therapy and when appropriate, Dietary and Substance Abuse Services will be in attendance at these meetings. When possible, the patient will participate in the development of his/her treatment plan, family input will be solicited when available.

Physical/medical problems will be addressed in the treatment plan if specific interventions are required. Physical/medical problems which are stable and do not require intervention will be identified as such.

## **PROCEDURE**

### 1. Patient Problem List

The patient problem list will be initiated at time of admission by the RN completing the Nursing assessment.

#### 1.1 A staff member initiating Patient Problem list will:

1.1.1 Place his/her initials in the column opposite the identified problem.

1.1.2 Sign his/her full name/initials and the discipline to which he/she belongs on the signature sheet

1.1.3 The patient's strengths portion of the form will also be initiated at time of admission and will use the Nursing Assessment, Intake assessment and information received from the admitting physician/clinician as a database.

- 1.1.4 The estimated discharge date will be filled in at the time of the MTP meeting
  - 1.1.5 The diagnosis axis one through 5 will be completed by the attending physician/clinician no later than the first meeting of the MTP team.
  - 1.1.6 When complete, the treatment plan will be signed by the patient indicating his/her participation in the planning process.
2. Multidisciplinary Treatment Planning Form:
- 2.1 The MTP form will be initiated at time of admission and completed at the first meeting of the MTP Treatment team (within 72 hours).
    - 2.1.1 The RN who completes the Nursing Assessment will fill in long term goal.
      - 2.1.1.1 Target dates for attainment of long term goal will be established and entered on the MTP form at time of admission.
      - 2.1.1.2 Goals are specific, measurable, and individualized to each patient.
    - 2.2.1 The problem and problem # will be entered in the intervention page "problem." The stressor related to the problem will be entered in the appropriate space. The intake and Nursing Assessments will be used as a tool to identify the initial problems.
    - 2.2.2 The "as evidenced by" portion of the intervention page will be completed at time of admission. This portion of the problem will describe patient behaviors and will, when possible, use patient statements to describe behaviors.
    - 2.2.3 The nursing portion of the "short term goals and intervention will be initiated at time of admission by the RN completing the Nursing Assessment.
      - 2.2.3.1 The short term goals will be goals in which the patient is to work on while in the hospital.
      - 2.2.3.2 Interventions will relate to activities which will assist in the attainment of short term goals.
      - 2.2.3.3 Interventions will be accompanied by the frequency with which interventions will occur (i.e., staff will).
      - 2.2.3.4 The name and title of the person responsible for assuring that interventions take place will be entered in the space titled "nursing Staff Responsible." An appropriate entry for nursing portion of the MTP is: Mary Smith, RN or designee. This entry is to be dated.
    - 2.2.4 Each other discipline will enter their short term goals and interventions on the MTP within 72 hours for inpatient and by the 3<sup>rd</sup> treatment day for outpatient services.
      - 2.2.4.1 Each discipline will enter their interventions to assist the patient in achieving the short term goals.
      - 2.2.4.2 Interventions will be accompanied by the frequency with which the interventions will occur (i.e., staff will)
      - 2.2.4.3 The name and title of the person responsible for assuring that the interventions take place will be entered in the space

titled "person responsible." It will have the staff members' name, credentials and or designee. This entry is to be dated.

3. Multidisciplinary Treatment Planning Meeting
  - 3.1 Entries on the treatment plan will be reviewed by the MTP Team at the MTP meeting.
  - 3.2 Each person in attendance at the MTP meeting will enter his/her name, initials and discipline on the signature sheet, which is on the second page of the MTP.
  
4. Involvement of Patient/Family in the Treatment Plan
  - 4.1 Following the MTP meeting, the attending physician/clinician will inform the patient of his/her MTP.
    - 4.1.1 When discussions of the MTP are complete, both the patient and attending physician/clinician will sign and date the form.
  
5. Treatment Plan Review
  - 5.1 Treatment Plan Review occur a minimum of weekly for every active problem. Documentation of treatment plan review will take place by each person in attendance signing his/her name, initials and discipline on the signature section of the Review Document.
    - 5.1.1 All treatment plan revisions/updates will be entered on the Multidisciplinary Review of Treatment Plan Form.
      - 5.1.1.1 At each review the following will be established:
        - 5.1.1.1.1 Has problem been resolved, does the problem need to be continued, if so at what severity is the problem. This information will be documented on treatment plan review form and also on the problem list.
        - 5.1.1.1.2 Any new problems identified at the treatment team meeting will be opened as of that date on the problem list and a problem page will be completed to include a long term goal, short term goals and interventions from all departments.





# TREATMENT PLAN REVIEW/UPDATE

DATE: \_\_\_\_\_

Patient Identification

<b>PROBLEM # 1</b>	
<b>Progress Toward Treatment Plan Goals</b>	<b>Treatment Plan Changes &amp; Modifications</b>
<b>PROBLEM # 2</b>	
<b>Progress Toward Treatment Plan Goals</b>	<b>Treatment Plan Changes &amp; Modifications</b>
<b>PROBLEM # 3</b>	
<b>Progress Toward Treatment Plan Goals</b>	<b>Treatment Plan Changes &amp; Modifications</b>
<b>PROBLEM # 4</b>	
<b>Progress Toward Treatment Plan Goals</b>	<b>Treatment Plan Changes &amp; Modifications</b>
<b>PROBLEM # 5</b>	
<b>Progress Toward Treatment Plan Goals</b>	<b>Treatment Plan Changes &amp; Modifications</b>
<b>PROBLEM # 6</b>	
<b>Progress Toward Treatment Plan Goals</b>	<b>Treatment Plan Changes &amp; Modifications</b>

Update Discharge Plan/ELOS:

Participant Signatures:

\_\_\_\_\_  
Physician

\_\_\_\_\_  
Social Worker

\_\_\_\_\_  
Nursing

\_\_\_\_\_  
Activity Therapy

\_\_\_\_\_  
Other

\_\_\_\_\_  
Patient

\_\_\_\_\_  
Family (if by phone – indicate date/time reviewed)

# Treatment Planning Guidelines

## New Admit

RN to assess patient  
**Multi-risk assessment may trigger a problem; if scores from the assessment warrants a treatment plan, activate the problem**  
**Complete assets and liabilities on the RN assessment**

## Initial Treatment Plan (Within 24 Hours) RN to Complete

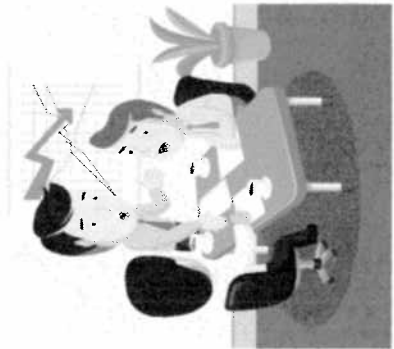
Done by RN within 24 hours of admission  
 Use same forms as Master Tx Plan  
**Identify priority problems**  
**Why did pt come to hospital**  
 Any medical issues  
**Interventions for nursing and MD**  
**Based on orders, initial MD treatment plan, and nursing standards of practice and care**

## Master Treatment Plan (Within 72 Hours) MD/RN/SS etc.. to meet (Patient/Family Involvement)

Completed within 72 hrs of admission  
 Assigned Case Managers will be Tx plan "champion"  
 As other disciplines complete assessment, add interventions to problems already initiated prior to tx plan meeting if possible

## Treatment Plan Reviews (Every 7 Days or as Needed) MD/RN/SS etc.. to meet (Patient/Family Involvement)

**Treatment Plan Reviews:**  
 Summarize progress  
 Review goals/target dates of each problem  
 Extend target date or resolve goal  
 ? New interventions needed if goals not met  
 Add new short term goals  
 New problems activated if indicated  
 Changes made to tx plan and documented on summary form  
 Reviewed with patient and family



**Treatment Planning Timeframes:  
Need to Know!!!**

<b>24 Hours</b>	<b>72 Hours</b>	<b>7 days (or as needed)</b>
<b>What?</b> Initial Treatment Plan	<b>What?</b> Master Treatment Plan	<b>What?</b> Treatment Plan Reviews
<b>Who?</b> Completed by RN	<b>Who?</b> Meeting with MD/RN/SS/ and any other discipline as needed, patient/family member as appropriate	<b>Who?</b> Meeting with MD/RN/SS/ and any other discipline as needed, patient/family member as appropriate

**Treatment Planning Meeting Schedule**

<b>Monday (1030)</b>	<b>Wednesday (0930)</b>	<b>Friday (0930)</b>
<b>All patients admitted on:</b> <ul style="list-style-type: none"> <li>• Friday</li> <li>• Saturday</li> </ul>	<b>All patients admitted on:</b> <ul style="list-style-type: none"> <li>• Sunday</li> <li>• Monday</li> </ul>	<b>All patients admitted on:</b> <ul style="list-style-type: none"> <li>• Tuesday</li> <li>• Wednesday</li> <li>• Thursday</li> </ul>



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