

## **Tahoe Forest Hospital District Disclosure Checklist:** (Attachment A)

Contact Disclosure Staff (available 24/7) either by:

- Contacting the House Supervisor (582-3540) (to do on your behalf) or call Carl or Janet directly:
  - Carl Blumberg (817-846-9445)
  - Janet Van Gelder (530-412-4036)
- Discuss which physician advocate to include:
  - Peter Taylor MD
  - Ricki Alpert MD
  - Shawni Coll DO
- House Supervisor or Quality Staff will notify Administrator on call & Department Director
- Set meeting time for group to discuss the case (ideally within 24 hours) and decide who will:
  - participate in the disclosure, include at least Carl or Janet along with a physician advocate
  - document the disclosure in the medical record
- Answer these questions at the meeting:
  - What are the goals of the interaction?
  - Who will be there for the disclosure (doesn't have to be the physician involved)
  - What are you going to say to the patient/family?
  - Apologize!
  - What information should be shared/discussed at this point?
  - What questions do you anticipate hearing from the patient/family?
    - How did this happen?
    - What will you do to prevent this from happening again?
    - How will this affect my care?
    - Will this increase my charges/cost to me?
- Who continues to respond to the patient/family as more information is discovered?
- Remember to consider stating "You seem.....( angry, upset, confused, etc.)" as a way to recognize their feelings
- Do the caregivers need extra support?
  - Refer to Well Being Committee for Care for the Caregiver
  - Employee Assistance Program (EAP) for staff members
  - Refer to the Care for the Caregiver policy (AGOV-1602) and checklist