



Policy Name: <p style="text-align: center;">FUNERAL PLANNING</p>	Policy Number: <p style="text-align: center;">0401</p>
Approved By: <p style="text-align: center;">Executive Team</p>	Effective Date: <p style="text-align: center;">July 27, 1999</p>
Reason for Revision: Click on item below and select item from list. <p style="text-align: center;">CONTENT- Enter BELOW Reason for change Ex: Combined Policy ## and ##.</p> <p style="text-align: center;">Reviewed. No changes made.</p>	Date Revised: <p style="text-align: center;">August 5, 2022</p> Next Date for Review: <p style="text-align: center;">August 5, 2025</p>
Section: <p style="text-align: center;">Section 04 - Loss, Grief and Bereavement Support</p>	Page No: <p style="text-align: center;">Page 1 of 2</p>

Policy

The Social Worker, Chaplain and care-giving staff will **provide support and information** regarding funeral services to residents and their families, without influencing which funeral service provider will be chosen. When asked, the Social Worker or the Chaplain will **assist** the resident and /or family members with funeral service planning and guidance.

CROSS REFERENCES

Policy 0702 - Memorial, Funeral Reimbursement
 Policy 0704 - Private Memorial Service at Agapé

Procedure

1. On admission, the Nursing intake assessment includes questions indicating if a funeral home has been chosen and if funeral planning has been discussed. The availability of the Social Worker or Chaplain support may be mentioned.
2. The Social Worker may provide funeral information and guidance when needs are identified or a referral is received. If the Social Worker is not available, the Chaplain may also assist with this process.
3. The information package assisting with the above process includes:
 - List of all funeral service providers in city and surrounding area;
 - Funeral planning booklet supplied by the Alberta Funeral Service Association;
 - Planning Information Sheet;
 - Document Inventory (supplementary document);
 - Check list for Settling an Estate (supplementary document).
4. If family or resident has not, or cannot, make a decision on a funeral home after death has occurred, an internal list (*Calgary Funeral Home of the Month –Agapé Hospice Internal Rotation List*) can be referred to and the funeral service provider of the month selected.



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This list can be also used at time of death for residents who do not have a next of kin and need an indigent funeral. The list is annually revised and available from the Social Worker.