



Planning for Your Future Care

Advance Care Planning

Preparing for the future

Assisting with practical arrangements

Enabling the right care to be given at the right time

Reproduced with kind permission from Gloucestershire Clinical Commissioning Group

Adapted from the Weston Hospicecare Advance Care Plan and National Preferred Priorities for Care Guidelines

Further Information

Making Decisions – a guide

Information booklets about the Mental Capacity Act (2005)

Tel: 02380 878038

Web: www.dca.gov.uk/legal-policy/mental-capacity/mibooklets/booklet01.pdf

Patient Advice and Liaison Services (PALS)

Plymouth & Devon:

Tel: 0300 123 1672 or
Email: pals.devon@nhs.net

Plymouth Community Healthcare:

Tel: 01752 435201 or
Email: customerservicespch@nhs.net

Plymouth Hospitals NHS Trust:

Tel: 0845 155 8123 or
Email: plh-tr.PALS@nhs.net

Royal Devon and Exeter Hospital:

Tel: 01392 402093 or
Email: rde-tr.PALS@nhs.net

North Devon Healthcare Trust :

Tel: 01271 314090 or
Email: ndht.PALS@nhs.net

Torbay and Southern Devon Health and Care NHS Trust:

Tel: 0800 032 7657 or
Email: feedback.t-sd@nhs.net

Torbay Hospital:

Tel: 0800 028 2037 or
Email: pals.sdhc@nhs.net

Advance Care Planning – how it can help plan your future care

Please note that this booklet is not designed to be completed all at once. It can be filled in over a period of time, as and when you feel comfortable to do so.

Advance Care Planning (ACP) can help you prepare for the future. It gives you an opportunity to think about, talk about and write down your preferences and priorities for your future care, including how you want to receive your care towards the end of your life. Anything can be included. If it is important to you, record it, no matter how insignificant it may appear.

You may find it helpful to talk about your future care with your family and friends. Sometimes this can be difficult because it might be emotional or people might not agree. Often having this discussion can be very helpful, just to get these difficult issues out in the open. It may be useful to talk about any particular needs your family or friends may have if they are going to be involved in caring for you. Your professional carers (like your doctor, nurse or social worker) can help and support your family with this.

Advance Care Planning can help you and your carers (family, friends and professionals who are involved in your care) to understand what is important to you. The plan provides an ideal opportunity to discuss and record in writing your views with those who are close to you. It will help you to be clear about the decisions you make and it will allow you to record your wishes in writing so that they can be carried out at the appropriate time. The choice is yours as to whom you share the information with. Recording your preferences for care in this booklet helps to ensure that your wishes are taken into account.

Remember that your feelings and priorities may change over time. You can change what you have written whenever you wish to, and it would be advisable to review your plan regularly to make sure that it still reflects what you want.

Not all of the sections in the booklet need to be completed and you can take your time completing those that you wish to use but a good place to start is the first section “Statement of your wishes and care preferences” on page 4.

There are five parts in total:

Statement of your wishes and care preferences	page 4
Advance Decision making	page 8
Putting your affairs in order	page 15
Making a Will	page 17
Funeral planning	page 18

Statement of your wishes and care preferences

Your preferred priorities for care

In this section you can record your specific wishes and preferences relating to a time when you may be ill and unwell and have need of care or treatment (see page 6). This will give everyone (family, carers and professionals) a clear idea of the things which are important to you if you are unable, for any reason, to make your wishes and preferences known yourself.

This section of the document is **not legally binding** but represents your wishes which must be taken into consideration should you become ill.

Here are some examples of information which could be included as your wishes and preferences on page 6:

- If you become ill, where you might prefer to be treated (at home, in Hospital or in a nursing or care home).
- What might help you feel relaxed and comfortable should you need to receive care or treatment at home, in hospital or in a nursing or care home.
- Who you would like with you or who you would like to visit you should you need care or treatment at home, in hospital or in a nursing or care home.
- Who you would like to look after your dependants and pets should you be unable to do so because of illness.
- What would be important religious or cultural concerns for you should you need care or treatment at home, in hospital or in a nursing or care home.
- Who you would like to be informed if you become ill and need care or treatment.
- If your condition worsens how much information you would like to receive about how serious your condition might be.
- What are your wishes and choices regarding possible organ or tissue donation as you may need to make your family aware of your wishes as their consent will be sought.

Please ensure that your GP and Key worker (*your Keyworker is the health care professional who you feel knows you best*) have a copy of this document.

Keep this document with you and share it with anyone involved in your care. Please ensure that if you make any changes to this document, your GP and Keyworker are made aware of the changes. Any changes can be recorded on the back page.

Statement of my wishes and care preferences

My preferred priorities for care

(A non-legally binding document to represent your future hopes and wishes)
Keep this document to hand, share it with anyone involved in your care, including your GP. It is your responsibility to ensure that the healthcare professionals involved in your care are aware of this written statement.

My Name _____

Address _____

_____ Postcode _____

Date of Birth _____

Do you have an Advance Decision to Refuse Treatment Document?

(see page 8 for further information) Yes No

If yes: Where do you keep it? _____ Who has a copy? _____

Proxy / Next of Kin

Who else would I like to be involved if it ever becomes difficult to make decisions?

Contact 1 _____

Relationship to me _____

Telephone _____

Address _____

Do they have Lasting Power of Attorney? Yes No
(If yes please state which type - see page 16 for further information)

Type _____

Contact 2 _____

Relationship to me _____

Telephone _____

Address _____

Do they have Lasting Power of Attorney? Yes No
(If yes, please state which type - see page 16 for further information)

Type _____

Statement of my wishes and care preferences

My preferred priorities for care

**My priorities, special requests or preferences regarding my future care
(including details regarding my wishes, feelings, faith, beliefs and values)**

**If my condition deteriorates wherever possible the place I would most
like to be cared for is..**

Things I would ideally prefer not to happen to me..

My other comments or wishes I would like to share with others are...

Statement of my wishes and care preferences

My preferred priorities for care

My Name _____

Signature _____ Date DD / MM / YY _____

Next of Kin/Carer Name _____

Next of Kin/Carer Signature (if present) _____ Date DD / MM / YY _____

Health/Social Care Professional _____ Date DD / MM / YY _____

Details of other people I have discussed the contents of this plan with e.g. family member, friend, health care professional.

I am happy for the information in this document to be shared with relevant healthcare professionals? Yes No

Remember to regularly review (e.g. every 3-6 months) to ensure that this document still represents your wishes. Sign and date any changes you make. Ensure your GP and other relevant healthcare professionals are told about the changes

Review Date	Changes	Signature

Advance Decision to Refuse Treatment

An **Advance Decision to Refuse Treatment (ADRT)** is different from preferred priorities for care as it is a formal, legally binding document which allows an individual to **refuse certain treatments**.

It does not allow for a request to have life ended and cannot be used to request medical treatments.

An Advance Decision to Refuse Treatment (ADRT) is **very specific** and is used in situations when particular treatments would not be acceptable to someone. An example would be if a person had a severe stroke which resulted in swallowing problems. If the thought of being fed by alternative methods was not tolerable then this could be documented formally as an Advance Decision to Refuse Treatment.

In order to make an ADRT advice should be sought from someone who understands the complexity of the process such as a health care professional team e.g. your GP/Doctor, or a solicitor.

It can be written or verbal, but if it includes the refusal for life sustaining treatment, it must be in writing, signed and witnessed and include the statement 'even if life is at risk'.

An ADRT will only be used if, at sometime in the future, you lose the ability to make your own decisions about your medical treatment. To be valid, an Advance Decision to Refuse Treatment must be made before you lose your ability to make such decisions. You can change your mind about your Advance Decision, or amend it at any time, provided you still have the capacity to do so.

Further Information

www.gov.uk

www.legislation.gov.uk/ukpga/2005/9/notes/contents

www.dca.gov.uk/legal-policy/mental-capacity/mibooklets/booklet01.pdf

Advance Decision to Refuse Treatment Document (part 1 of 6)

My Name
Date of Birth

You will need 5 copies of this completed form

- One for you to keep (Original copy).
- One for your GP to keep with your records.
- One to be kept with someone who you wish to be consulted about your treatment should this ever be necessary (e.g. next of kin, solicitor).
- One to be kept with your Palliative Care Team, Community Palliative Care Nurse/ Hospice Team/District Nurse/Mental Health Team and Care Home, as appropriate.
- Hospital Consultant.

Please also ask the healthcare team to register this document on the Electronic Palliative Care Co-ordination System (This is an electronic communication system held by the GP Out of Hours Service)

All forms should be signed by at least one person who is not a close relative or expecting to benefit from your will (e.g. healthcare professional).

You might also wish to consult with a solicitor.

Remember to review this document at regular intervals to ensure it still represents your wishes. Signing and dating at the bottom, when you do this, will indicate how recently you have thought about it. If you change your mind about anything you have written, tell your GP, hospice nurse, next of kin or appointed representative and amend the document accordingly.

Advance Decision to Refuse Treatment Document (part 2 of 6)

Advice to the reader

I have written this document to state my Advance Decision to Refuse Treatment.

I would expect any healthcare professionals reading this document in the event I have lost capacity to check that my Advance Decision to Refuse Treatment is valid and applicable, in the circumstances that exist at the time.

Important please read;

- Please do not assume I have lost capacity before any actions are taken. I might need help and time to communicate.
- If I have lost capacity please check the validity and applicability of this Advance Decision.
- This Advance Decision becomes legally binding and must be followed if professionals are satisfied it is valid and applicable.
- Please help to share this information with people who are involved in my treatment and care and need to know about this.

This Advance Decision does not refuse the offer and/or provision of basic care, support and comfort.

I am writing this document at a time when I have capacity, and am fully aware of the potential consequences of any refusal of treatment, including my life being shortened as a result.

I am able to understand, retain and weigh up all of the information relevant to this Advance Decision to Refuse Treatment and am able to communicate my decision.

Advance Decision to Refuse Treatment Document (part 3 of 6)

Proxy / Next of Kin

If I become unwell I would like the following contacts to be involved if it ever becomes too difficult for me to make decisions for myself.

Contact 1 _____

Relationship to you _____

Telephone _____

Address _____

Do they have Lasting Power of Attorney? Yes No
(If yes, please state which type - see page 16 for further information)

Type _____

Contact 2 _____

Relationship to you _____

Telephone _____

Address _____

Do they have Lasting Power of Attorney? Yes No
(If yes, please state which type - see page 16 for further information)

Type _____

To my family, my doctor and all other persons concerned this Advance Decision is made by me:

Full Name: _____

Of (address): _____

I am able to understand, retain and weigh up all of the information relevant to this Advance Decision to Refuse Treatment and am able to communicate my decision

Advance Decision to Refuse Treatment Document (part 4 of 6)

I declare that if I become unable to participate effectively in decisions about my medical care, then and in those circumstances, my directions are as follows (only sign the sections you feel are applicable).

This advance decision applies to the specific treatments stated below, even if my life is at risk.

Signature _____

(Continue in box below/on a separate sheet if necessary)

Treatment to be refused (e.g. resuscitation, stoma formation, surgery)	Details of situations you have anticipated in which the refusal would be valid (see examples below)

Examples

- If your heart and lungs stopped functioning that you do not wish for them to be restarted (Cardiopulmonary Resuscitation).
- I do not wish to be artificially fed or hydrated.
- I do not wish to receive antibiotics for a particular infection (please state).
- I do not want to receive Electro Convulsive Therapy (ECT) in the event of being depressed.

Advance Decision to Refuse Treatment Document (part 5 of 6)

I consent to anything proposed to be done or omitted in compliance with the directions expressed on page 12 and absolve my medical attendants from any civil liability arising out of such acts or omissions.

I reserve the right to revoke this directive at any time, but unless I do so it should be taken to represent my continuing directions.

My General Practitioner is:

Name of GP: _____

Address: _____

Telephone: _____

Before signing this I have talked it over with my:

GP Dr _____

Nurse _____

Hospice /Hospital Doctor Dr _____

Solicitor _____

Family/Carer/Next of Kin _____

It is recommended that you discuss this with at least one of the above professionals.

If you are in hospital or hospice then the consultant caring for you should be aware of and clear about the scope of this advance decision.

I have also made a statement of my wishes about my treatment.

Yes No

Are you willing for the information in this document to be shared with other relevant healthcare professionals?

Yes No

Advance Decision to Refuse Treatment Document (part 6 of 6)

I wish to refuse treatment as above and I understand that my decision could result in the loss of my life and wish this Advance Decision to apply in those circumstances.

My Signature	
I am unable to sign this form myself, my nominated person is:	
Name	Relationship
Address	Telephone Number
Signature	Date

Witnesses: I/We testify that the maker of this Advance Directive signed it in our presence, and made it clear to us that he/she understood what it meant. I/We do not know of any pressure being brought on him/her to make such a Directive and I/we believe it was made by his/her own wish. So far as I am/we are aware I/we do not stand to gain from his/her death.

Signed in the presence of:	
Name	Relationship
Address	Telephone Number
Signature	Date

Reviews: This directive was reviewed and confirmed by me on:

Signed _____ Date DD / MM / YY

Signed _____ Date DD / MM / YY

Signed _____ Date DD / MM / YY

Signed _____ Date DD / MM / YY

Putting Your Affairs in Order

Ensuring that your paper work and documents are up to date and easier to find will save time and reduce anxiety for your family/next of kin if you become unable to attend to your affairs or if you are taken ill or suddenly die.

Information you may wish to start putting together.

Use the tick box below as a reminder that you have thought about and recorded in a safe place the details listed. Have you nominated someone you can trust who will be able to access those details if the need ever arises?

Your Name:
Date of Birth:
<ul style="list-style-type: none">• Bank Name/Account Details (including credit card)• Insurance Policies• Pension Details• Passport• Birth/Marriage Certificate• Mortgage Details• Hire Purchase Agreements• Will• Other Important Documents/Contacts e.g. Solicitor• Details of any Funeral Arrangements or Preferences (see page 18)• Addresses and Contact Number of Family, Friends and Colleagues• Tax Office Address and Contact Details• Organ Donation

I nominate _____ (relative/friend)

_____ contact number,
as the person who will access the detailed information if required

Signed _____ (self) Date DD / MM / YY

Appointing someone to make decisions for you

There are some situations when someone is unable to foresee that they will, in the future, deteriorate mentally (e.g. dementia). If this is the case they may well decide to ask a specific person to undertake the responsibility for making decisions for them if and when they are unable to do so themselves. That person is given Lasting Power of Attorney (LPA).

The person chosen can be a friend, relative or a professional. More than one person can act as attorney on your behalf.

Lasting Power of Attorneys are exclusive to you and the amount of power and limits of that power that are decided by you.

There are two types of Lasting Power of Attorney: Property & Affairs Lasting Power of Attorney

This LPA gives another person (your attorney) the power to make financial decisions for you e.g. managing bank accounts or selling your house. Your attorney has the power to take over the management of your financial affairs as soon as the LPA is registered with the Office of the Public Guardian, unless the LPA states that this can only happen after you lose the capacity to manage your own financial affairs.

Since 1 October 2007 the Enduring Power of Attorney (EPA) has been replaced by the Property and Affairs LPA. However, valid EPAs that were already arranged before 1 October 2007 will still stand.

Personal Welfare Lasting Power of Attorney

This LPA allows your attorney to make decisions regarding your health and personal welfare e.g. where you should live, day to day care or around your medical treatment. It only comes into force if/when you lose the ability to make these decisions for yourself and is only valid once it has been registered with the Office of the Public Guardian.

LPA's can be completed and registered without the input of a solicitor, but this can be a complex procedure without guidance. If legal help is sought, then there may be a cost attached.

Further Information

www.justice.gov.uk

Office of the Public Guardian

Tel: **0300 456 0300** (low call rate)

Email: customerservices@publicguardian.gsi.gov.uk

Independent Mental Capacity Advocacy (IMCA)

Devon and Torbay- Tel: **0845 231 1900** or Email: imca.devon@nhs.net

Plymouth- Tel: **01752 796299** or Email: imca@plymouthhighburytrust.org.uk

Making a Will

Many problems occur when a person dies without making a Will as there are clear regulations which dictate how your possessions would be allocated.

If there is no Will the time taken to sort things out can be lengthy and expensive and will cause added stress to your family/next of kin.

In addition, the outcome from this process may not be as you would wish, so it is advisable to make a Will to ensure that your belongings are left to the people you want to inherit them.

You can make a Will without a solicitor and forms can be purchased from stationers or via the internet. This is only advisable if the Will is straightforward; the Law Society advises that specialist advice is sought from a solicitor.

Think about the following aspects prior to visiting a solicitor as this will save you time and money:

- A list of all **beneficiaries** (people who you would like to benefit from your Will) - and what you would like them to receive
- A list of your **possessions** -savings, pensions, insurance policies, property e.t.c.
- Any arrangements you want for your **dependants** or **pets**
- Decide who will be your **executor(s)** - the person/s who will deal with distributing your money and possessions after your death. You may have up to four, but it is a good idea to have at least two in case one dies before you do. They can also be beneficiaries and care should be taken when choosing executors to ensure that they are suitable and also willing.

Further Information

www.citizensadvice.org.uk

Solicitors Regulation Authority (SRA)

Tel: **0870 606 2555** (national call rate)

Web: www.sra.org.uk

www.dyingmatters.org

Funeral Planning

Your Name:

	Details
Person I wish to be responsible for making my funeral arrangements	
My preferred funeral director is	
My pre-paid funeral plan is with	
I wish to be buried/cremated/other (e.g. donation for medical science - specific documents will need to be signed)	
I wish my funeral service to be in accordance with my faith. Please state (if any)	
I would like the venue to be	
I would like the following music, hymns or readings included	
I would like the following person(s) to conduct the service if possible	
Other details and information you would like to record e.g. donations to named charity, flowers, people to be informed	

For further copies in Plymouth, please contact- Jade Marshall at St Luke's Hospice, Plymouth on:

Tel: 01752 246501

Email: jmarshall@stlukes-hospice.org.uk

For further copies in North Devon, please contact- Wendy Quick at North Devon Hospice on:

Tel: 01271 347246

Email: wendyquick@northdevonhospice.org.uk