

NHS South Central Adult Advance Care Planning **Toolkit**

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How to use this toolkit

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Downloads and links

You can download a pdf file when you see the icon below, simply click on the title to download. You will need Adobe Acrobat viewer to view the files - available to [download here](#).



Example title of PDF download

This toolkit contains links to external websites and email addresses, these look like this: www.southofengland.nhs.uk

Background

Advance care planning (ACP) is a key element of the End of Life Care (EoLC) Pathway and a key element of EoLC Quality Innovation Productivity and Prevention work. Ensuring people's wishes are known so that they can receive the care they wish in the location of their choosing where possible is an essential part of the national, regional and local EoLC Strategies.

This toolkit has therefore been developed by NHS South Central incorporating the different National guidance already available from the National EoLC Programme but all in one place. It is important that this guidance holds true to the principles of ACP rather than becoming a tick box exercise so different forms will be given as examples for local consideration but no one is recommended regionally. It is important that during local consideration the key principles within the toolkit are followed and the measures put in place for providers through contracts are being met.

This toolkit relates to ACP for adults as regional children's and young person's guidance has already been developed and is available at www.southofengland.nhs.uk/end-of-life-care.

To make the toolkit easy to access and use, all of the documents contained within are available to download and details of how to order hard copies are supplied.

This toolkit contains:

1. Details of the training available to support people in ACP.
2. Information for the public and for patients residents in the form of Planning for your Future Care which can be provided in GP reception areas, libraries, Citizens Advice Bureaus etc and more detailed information for patients for use during consultation with health and social care professionals will be available soon.
3. Information for health and social care professionals which includes a factsheet of the key points and process to follow and more detailed information on ACP and how to have the conversation.
4. Examples of different forms that can be used for ACP.
5. Signposting to further information around each of the aspects covered above.

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"Advance Care Planning (ACP) is a process of discussion between an individual and their care providers. It is to make clear a person's wishes in anticipation of a deterioration in the individual's condition in the future, with attendant loss of capacity to make decisions and /or ability to communicate wishes to others."

National EoLC Programme, ACP: a guide for health and social care staff. February 2007

"All people approaching the end of life need to have their needs assessed and their wishes and preferences discussed."

Department of Health. EoLC Strategy: promoting high quality care for all adults at the end of life, July 2008

Training to help people with ACP includes communication skills and understanding the principles of ACP. Within NHS South Central several different training routes are available. Level 1 communication skills training is being rolled out across the region for more details contact Sue Duke on sd11@soton.ac.uk. In each locality there are EoLC practice facilitators and EoLC education programmes who provide training within practice, for more details contact Lucy Sutton on lucy.sutton@southcentral.nhs.uk.

There is also a project looking specifically at care homes for more details contact Lyn Meehan on lynm@pjcare.co.uk and one working with GPs for more details contact Lucy Sutton lucy.sutton@southcentral.nhs.uk

NHS South Central has also rolled out a unified Do Not Attempt Cardio-pulmonary Resuscitation (DNACPR) policy and has region wide training available to support this which includes ACP, for more details visit www.southofengland.nhs.uk/end-of-life-care. NHS South Central are also developing ACP specific training which will be available shortly.

Alongside all of this training several modules of EoLC e-learning are freely available to anyone who would like to access them, these include communication skills and ACP which can help you in ACP whether you are considering your own future wishes or you are helping a family/friend or a patient/resident consider their wishes.

For these modules please access www.endoflifecareforall.com

There are also more detailed modules which cover all of the different aspects of EoLC and can therefore help clinicians to discuss these with their patients or residents.

For these modules please access www.e-elca.org.uk

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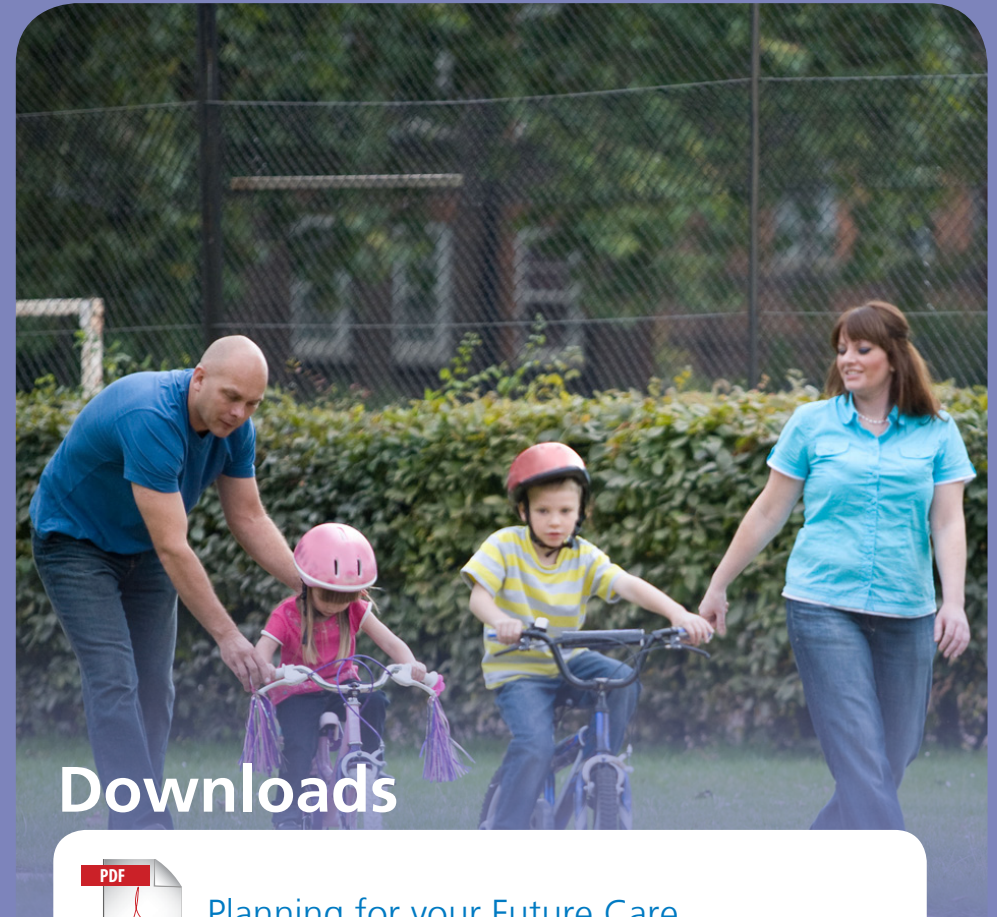

Information for the Public and Patients / Residents

Planning for your Future Care (National EoLC Programme 2009) is an easy to read leaflet which covers all of the aspects of ACP to help you plan for your future care and to express your wishes to your clinicians and family/friends.

Patient information and guidance to support completion of an Advance Care Plan for Adults (NHS Oxfordshire 2010)



Oxfordshire patient information and guidance to complete an ACP

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Downloads



Planning for your Future Care

To order hard copies of Planning for your Future Care please email:



information@eolc.nhs.uk

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Information for Health and Social Care Professionals

This information is more detailed than that provided on page 5 and may therefore be of more relevance to health and social care professionals. This information describes the key principles of ACP. The signposting section at the end of this toolkit includes further detail of some aspects that you may need more information on - the DNACPR policy and form, the children's and young person's ACP guidance, Advance Decisions to Refuse Treatment and Mental Capacity Act guidance, Map of Medicine EoLC pages and the General Medical Council guidance on Treatment and Care towards the EoL.

The ACP Factsheet (National EoLC Programme 2009) provides a brief overview of the key points to consider when helping someone to ACP and the process to follow.

The ACP: A Guide for Health and Social Care Staff (National EoLC Programme 2008) document contains much more information regarding ACP and how it relates to the Mental Capacity Act, it also contains the principles around record keeping which many health and social care professionals will find of interest.



Downloads



ACP Factsheet



ACP HCP Guidance

To order hard copies of the ACP Factsheet or ACP guide please email:



information@eolc.nhs.uk

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Examples of ACP forms

There are many examples of forms that have been developed for recording people's ACP. The aim of this toolkit is to help people to understand the principles of ACP and therefore no one form is recommended. Local negotiation through the EoLC hub should determine the best way of applying the principles and this may include using a locally agreed form.

A few examples of forms already developed:

Preferred Priorities for Care (National PPC Team 2007) for more information visit www.endoflifecareforadults.nhs.uk/tools-core-tools/preferredprioritiesforcare



Preferred Priorities for Care

Hampshire Common Assessment Framework ACP tool for more information visit <http://sayitonce.info>



Hampshire Common Assessment Framework



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Signposting to Further Resources and Information

This section is designed to direct you to more information on different aspects of ACP.

For information on the national work in support of the EoLC Strategy visit: www.endoflifecareforadults.nhs.uk

For more information on the regional and links to local work in support of the EoLC Strategy and EoLC QIPP work visit: www.southofengland.nhs.uk/end-of-life-care

For further information on training in EoLC visit: www.e-elca.org.uk

For information on Advance Decisions to Refuse Treatment visit www.adrtnhs.co.uk



Advance Decisions to Refuse treatment

For more information on NHS South Central's **Unified DNACPR** policy, guidance, electronic form, patient and carer information and the 'How it relates to the Mental Capacity Act and ADRT' leaflet please visit:

www.southofengland.nhs.uk/end-of-life-care

For more information on the NHS South Central **Children and Young Person's ACP Guidance** please visit:

www.southofengland.nhs.uk/end-of-life-care



For further information on the management of physical symptoms, practical and social needs, psychological and spiritual requirements, support for families and patient's priorities and preferences visit:

www.mapofmedicine.com/newsandevents/news/2010/endoflife

To access the General Medical Council Guidance Treatment and care towards the end of life: good practice in decision making and the associated learning materials visit:

www.gmc-uk.org/guidance/ethical_guidance/6858.asp

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References

- *National EoLC Programme. 2009. Planning for your Future Care*
- *NHS Oxfordshire. 2010. Patient information and Guidance to Support Completion of an Advance Care Plan*
- *National EoLC Programme. 2009. Factsheet 2: Advance Care Planning*
- *National EoLC Programme. 2008. ACP: A Guide for Health and Social Care Staff*
- *National PPC Review Team. 2007. Preferred Priorities of Care*
- *Hampshire County Council Common Assessment Framework. 2010. Advance Care Plan*



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