



# **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**

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

## Further Information

Information about the Mental Capacity Act (2005)

Web: [www.gloucestershire.gov.uk/MCA](http://www.gloucestershire.gov.uk/MCA)

### Gloucestershire Hospitals Patient Advice & Liaison Service (PALS)

Tel: 0800 019 3282

Web: [www.gloshospitals.nhs.uk/Contact-Us/  
Patient-Advice-and-Liaison-Service-PALS/](http://www.gloshospitals.nhs.uk/Contact-Us/Patient-Advice-and-Liaison-Service-PALS/)

### PALS

**Health, Social Care and Disability advice and support for Gloucestershire**

Tel: 0800 0151 548 or 01452 566698

email: [glcg.pals@nhs.net](mailto:glcg.pals@nhs.net)

If translation is required for relatives or others please refer to your organisation's translation services.

To discuss receiving this information in other formats please contact:

FREEPOST RRYY-KSGT-AGBR,  
PALS, NHS Gloucestershire Clinical Commissioning Group,  
Sanger House, 5220 Valiant Court, Gloucester Business Park,  
Brockworth, Gloucester GL3 4FE

PALS focuses on improving NHS services to patients.

# 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.

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.

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.

The choice is yours as to whom you share the information with. This booklet has been designed in consultation with patients and carers to assist you with the planning and recording of your preferences and wishes. By recording your preferences in this booklet it will help to ensure that your wishes are taken into account.

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 the first section “Statement of your wishes and care preferences” on page 4.

## **There are five parts in total**

<b>Statement of your wishes and care preferences</b>	<b>page 4</b>
<b>Advance Decision making</b>	<b>page 8</b>
<b>Putting your affairs in order</b>	<b>page 14</b>
<b>Making a Will</b>	<b>page 17</b>
<b>Funeral planning</b>	<b>page 18</b>

## Advance statement of your wishes and care preferences

### Your preferred priorities for care

This section is for you to record any wishes or preferences that would be important to you should you ever become unwell, or have difficulty in making decisions for yourself. This will give everyone (family, carers and professionals) a clear idea of knowing what is important to you when deciding what needs to happen. Your wishes and preferences must be considered at these times though they are not legally binding.

If you want to refuse a specific treatment then the section in this booklet about 'Advance Decisions' is available which is a legal way to refuse treatments that may be offered to you in the future (pages 8-13). An Advance Decision is different to an advance statement of wishes and preferences.

Your wishes and preferences can be recorded on page 6, here are some examples you may want to consider:

- If you become ill, where you might prefer to be treated (at home or in hospital for example).
- What might help you feel relaxed and comfortable should you need to receive care or treatment at home or in hospital.
- Who you would like with you or who you would like to visit you should, you need care or treatment at home or in hospital.
- 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 regarding religious, spiritual or cultural concerns for you should you need care or treatment at home or in hospital.
- 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 see below for further information).

### Further Information

[www.gloucestershireccg.nhs.uk/your-services/eolc/advanced-care-planning/](http://www.gloucestershireccg.nhs.uk/your-services/eolc/advanced-care-planning/)

[www.uktransplant.org.uk](http://www.uktransplant.org.uk)

[www.organdonation.nhs.uk](http://www.organdonation.nhs.uk)

[www.healthwatchgloucestershire.co.uk](http://www.healthwatchgloucestershire.co.uk)

0800 652 5193 or 01452 504989

### Age UK

Tel: 0800 169 6565 (free call)

Web: [www.ageuk.org.uk](http://www.ageuk.org.uk)

# Advance statement of your wishes and care preferences

## Your preferred priorities for care

**(A non-legally binding document to represent your future hopes and wishes)**

Ideally keep this document to hand, share it with anyone involved in your care, including your GP (they may wish to keep a copy for their own records) and let them know when it is changed

Your Name .....

Date of birth .....

Address .....

..... Postcode .....

**Do you have a Legal Advance Decision?** Yes  No

(see page 8 for further information, particularly if you have a Living Will)

If yes, where do you keep it and who has a copy? .....

.....

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

Contact 1 .....

Relationship to you .....

Telephone .....

Address .....

Does the person have an Enduring or Lasting Power of Attorney for you? Yes  No

(If yes please state which type - see page 16 for further information)

Type .....

Contact 2 .....

Relationship to you .....

Telephone .....

Address .....

Does the person have an Enduring or Lasting Power of Attorney for you? Yes  No

(If yes please state which type - see page 16 for further information)

Type .....

## **Advance statement of your wishes and care preferences**

### **Your preferred priorities for care**

Page 4 may help you to complete this section. Consider each of those questions carefully.

**Do you have any special requests or preferences regarding your future care?**

**If your condition deteriorates where would you most like to be cared for?**

**Generally is there anything you would ideally like to avoid happening to you?**

**Do you have any comments or wishes that you would like to share with others?**

# Advance statement of your wishes and care preferences

## Your preferred priorities for care

Your Name .....

Date DD / MM / YY

Next of Kin/Carer Signature (if present) .....

Date DD / MM / YY

Health/Social Care Professional .....

Date DD / MM / YY

### Details of any other family members involved in Advance Care Planning discussions

### Details of healthcare professionals involved in Advance Care Planning discussions

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

Please sign here each time you review and update this your care plan.

Signed ..... Date DD / MM / YY

Signed ..... Date DD / MM / YY

Signed ..... Date DD / MM / YY

Signed ..... Date DD / MM / YY

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.



## Advance Decision Making

An **Advance Decision** is different from an Advance Statement of Wishes and Care Preferences as it is a formal, legally binding document which allows an individual to **refuse certain treatments**. A person must be over eighteen to make an Advance Decision and must have mental capacity to do so.

Living Wills were documents that were used before legislation and now must be checked to see if it is valid and applicable to your situation. It does not allow for a request to have life ended and cannot be used to request medical treatments.

An Advance Decision (AD) 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.

In order to make an Advance Decision 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 Advance Decision 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 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 anytime, provided you still have the capacity to do so.

### Further Information

[www.direct.gov.uk](http://www.direct.gov.uk)

[www.gloucestershireccg.nhs.uk/your-services/eolc/advanced-care-planning/](http://www.gloucestershireccg.nhs.uk/your-services/eolc/advanced-care-planning/)

<http://www.legislation.gov.uk/ukpga/2005/9/notes/contents>

For further advice and information relating to Advance Decisions please refer to Gloucestershire's Multi Agency Policy and Procedure for the Mental Capacity Act, **Appendix MCA 5 'Advance Decisions Guidance'** and **Appendix MCA 6 'Advance Decisions Checklist'**.

Web: [www.gloucestershire.gov.uk/mcapolicy](http://www.gloucestershire.gov.uk/mcapolicy)



## Advance Decision Document (part 1 of 5)

Your Name:
Date of Birth:
Date of Advance Decision completed

**It is important to provide copies of this completed form to give to professionals who are involved in your care.**

- Your GP to keep with your records
- Your Hospital Consultant Team – send to Caroline Pennels, Legal Services Dept., Cheltenham General Hospital, Sandford Road, Cheltenham Glos GL53 9PB
- Someone who you wish to be consulted about your treatment should this ever be necessary. (e.g. next of kin, solicitor)
- A member of the Specialist Palliative Care Team, Community Palliative Care Nurse, Hospice Team, Community Nursing Team, Mental Health Team, Social Care Team or Care Home as appropriate

**It is your responsibility to make sure that health care professionals and others are aware that your Advance Decision exists.**

Please discuss with the health professionals to confirm if a copy needs to go to ambulance service. If so send a copy to:

### **Clinical Alerts Team**

South Western Ambulance Service NHS Foundation Trust, North Division  
Emergency Operations Centre, Acuma House, Axis 4/5, Woodlands,  
Almondsbury, Bristol, BS32 4JT

Or if urgent fax to **08451 20 4340**

**It is your responsibility to recall all copies of your document, amend and redistribute if you have made any changes.**

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. health care 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, health care professional, next of kin or appointed representative and amend the document accordingly.

## Advance Decision Document (part 2 of 5)

Your Name:
Date of Birth:
Date of Advance Decision completed

**I would like the following contacts to be consulted if it ever becomes too difficult for me to make decisions for myself.**

Contact 1 .....

Relationship to you .....

Telephone .....

Address .....

Does this person have an Enduring or Lasting Power of Attorney for you? Yes  No   
 (If yes please state which type – see page 16 for further information)

Type .....

Contact 2 .....

Relationship to you .....

Telephone .....

Address .....

Does this person have an Enduring or Lasting Power of Attorney for you? 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 writing this at a time when I am able to think things through clearly and I have carefully considered my situation. I am aware that I have been diagnosed with:

.....

.....

I am over eighteen years old and over and I am writing this of my own free will.

## Advance Decision Document (part 3 of 5)

Your Name:
Date of Birth:
Date of Advance Decision completed

I declare that if I become incapable of making decisions about my medical care, then and in those circumstances, my directions are as follows **(only sign the sections you feel are applicable)**.

1. I do not want to receive any medical interventions or treatment aimed at prolonging my life, even if my life is at risk.

Signature .....

2. I accept any appropriate treatment to manage any distressing symptoms such as pain to keep me comfortable (basic and essential care).

Signature .....

3. I do not want to receive the specific treatments stated below even if my life is at risk.

Signature.....

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

<b>Treatment to be refused</b> (eg resuscitation, stoma formation, surgery)	<b>Details of situations you have anticipated in which the refusal would be valid</b> (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 Document (part 4 of 5)

Your Name:
Date of Birth:
Date of Advance Decision completed

I reserve the right to revoke this Advance Decision 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 Consultant/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 attached a sheet with further 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

Signed ..... Date DD / MM / YY

## Advance Decision Document (part 5 of 5)

Your Name:
Date of Birth:
Date of Advance Decision completed

**Witnesses:** I/We testify that the maker of this Advance Decision 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 decision and I/we believe it was made by his/her own wish. So far as we are aware we do not stand to gain from his/her death.

Only one witness is legally required.

Witnessed by:

### Witness 1 (recommended GP, or Hospice Doctor, Hospital Doctor)

Signature: .....

Date: .....

Name: .....

Address: .....

.....

### Witness 2 (not close family, or persons expecting to benefit from your will)

Signature: .....

Date: .....

Name: .....

Address: .....

.....

**Reviews:** This Advance Decision was reviewed and confirmed by me on:

Signed ..... Witness ..... Date ..... Time .....

Signed ..... Witness ..... Date ..... Time .....

Signed ..... Witness ..... Date ..... Time .....

Signed ..... Witness ..... Date ..... Time .....

## Putting Your Affairs in Order Checklist

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 died.

### 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:
<input type="checkbox"/> Bank Name/Account Details (including credit card) <input type="checkbox"/> Insurance Policies <input type="checkbox"/> Pension Details <input type="checkbox"/> Passport <input type="checkbox"/> Birth/Marriage Certificate <input type="checkbox"/> Mortgage Details <input type="checkbox"/> Hire Purchase Agreements <input type="checkbox"/> Will (see page 17 for further guidance) <input type="checkbox"/> Other Important Documents/Contacts e.g. Solicitor <input type="checkbox"/> Details of any Funeral Arrangements or Preferences (see page 18) <input type="checkbox"/> Addresses and Contact Number of Family, Friends and Colleagues <input type="checkbox"/> Tax Office Address and Contact Details

I nominate.....(relative/friend)

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

Signed ..... (self) Date DD / MM / YY

Signed .....(nominee) Date DD / MM / YY

## Putting Your Affairs in Order

This section allows an opportunity to consider specific wishes and preferences relating to end of life (as with all sections of this document this is optional and you may choose not to complete it).

**How would you like your final days to look and sound?  
(e.g. what music/pictures/fragrance would you like around you?)**

**Who would you like with you at end of life if possible?**

**Where would you prefer to die if possible (e.g. home, care home, hospital or hospice)?**

Five things I would like to do	Five things I would like to be remembered for
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.



## 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 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.

LPAs 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.dca.gov.uk/menincap/legis.htm](http://www.dca.gov.uk/menincap/legis.htm)

#### Office of the Public Guardian

Tel: 08454 330 2900 (low call rate) Web: [www.publicguardian.gov.uk](http://www.publicguardian.gov.uk)

For further advice and information relating to Lasting Powers of Attorney refer to Gloucestershire's MCA 8 'Lasting Powers of Attorney Checklist' & Appendix MCA 9 'Capacity and Finance'

Web: [www.gloucestershire.gov.uk/mcapolicy](http://www.gloucestershire.gov.uk/mcapolicy)

## Making a Will

Many problems occur when a person dies without making a Will as there are clear laws 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 etc
- 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](http://www.citizensadvice.org.uk)

**Solicitors Regulation Authority (SRA)**

Tel: 0870 606 2555 (national call rate)

Web: [www.sra.org.uk](http://www.sra.org.uk)

## Funeral Planning

Your Name:	
	<b>Details</b>
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	

# Notes

A series of horizontal dashed lines for writing notes.

This booklet was “Highly Commended” by the British Medical Association (BMA) Awards Patient Information category in 2010



Sue Ryder



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