

Suggested meeting plan for advance care planning discussions

Formal (planned) advance care planning discussions

Suggested steps for a planned advance care planning discussion
(from ACP Support training Unit 3)

1. Preparation

- ✓ Think about the **people** who might be involved in this discussion (see Unit 2 of the training resource)
- ✓ **Where** might the meeting take place?
- ✓ Check before the meeting **whether the individual already has an advance care plan** in place, has previously considered their preferences and wishes, and/or has discussed these with family / carers.
- ✓ **Encourage the individual to have a discussion with family / carers before the meeting.** Offer any relevant written information to read before the meeting. The 'Planning Ahead' tool may help them to start thinking about these issues and what is important to them www.advancecareplanning.org.uk/planning-ahead

2. Introducing the discussion

- ✓ At the meeting **introduce yourself** and your role. Describe how you work with the wider team(s) who are also involved in the individual's care and support.
- ✓ Establish **how each person would like to be addressed.**
- ✓ Discuss **what the individual and their family / carers know about advance care planning**, and why it is important.
- ✓ Establish and agree **ground rules** for the meeting, emphasising that all comments and viewpoints will be acknowledged and respected. Indicate the expected length of the meeting.
- ✓ Offer the opportunity for any **questions.**

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3. Purpose of the meeting

- ✔ Outline and **confirm the purpose of the meeting** - to support the individual and their family / carers to discuss the wishes and preferences for future care and for these to be recorded.
- ✔ Identify any particular **concerns or questions that the individual or their family / carers** may have – prioritise these and confirm which can be dealt with at the meeting.
- ✔ Clarify if **any specific decisions need** to be made.

4. Determine what is already known

- ✔ **Has the individual previously considered their own preferences and wishes** and have these been shared with their family / carers?
- ✔ **If an advance care plan is already in place**, ensure this forms the basis of the conversation and consider that it may need reviewing.
- ✔ If necessary, provide **further information** on the individual's current plan of care.

5. Advance care plan

- ✔ Talk through the relevant **components of an advance care plan** (see Unit 2) to support informed decisions on each (eg statement of wishes and preferences; emergency care planning; mental capacity; best interests decision making.)
- ✔ During the discussion, check with the individual and family / carer(s) that **the discussion is valuable and is meeting their needs**. If appropriate, consider taking a short break.

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6. Concluding the discussion

- ✓ **Summarise** areas of agreement, disagreement, decisions, any outstanding decisions and the ongoing plan for future care.
- ✓ **Confirm** agreement about the plan of care from those involved.
- ✓ **Offer an opportunity for questions**, comments and concerns from the individual and their family / carers. Signpost them to other resources they can look at for further information.
- ✓ **Check consent to share information.** Check with the individual who information can be shared with and ensure this is recorded.
- ✓ **Thank** everyone for attending.
- ✓ **Record and share the advance care plan** (see details in Unit 4).

In case of distress: It is helpful to consider different support protocols you could use in case anyone attending the meeting becomes distressed during advance care planning conversations. An example distress protocol is provided in Unit 3 of the ACP Support Online Training resource

www.ACPSupport.co.uk