



1. Preparation

- Before the meeting check whether the individual already has an advance care plan in place and/or has discussed this with those important to them.
- If so, this should form the basis of your discussion.
- Encourage the individual involved to have an advance care planning discussion with those important to them before the meeting. You could signpost to the section for individuals receiving care and those important to them.

2. Introducing the discussion

The purpose of the meeting

Outline and confirm the purpose of the meeting, which is to support the individual and those important to them to discuss wishes and preferences for care to enable a personalised future care plan to be completed

The discussion

Check whether everyone involved in the discussion knows what an advance care plan is, and why it is important.

Establish and agree upon ground rules for the meeting, emphasising that all comments and viewpoints will be acknowledged and respected.

Indicate the length of the meeting – up to 60 minutes is usually sufficient.

Offer the opportunity for any questions or points of clarity

Identify any concerns or questions that the individual or family / carers may have – prioritise these and confirm which can be dealt with at the meeting.

If possible, the plan should be written-up following conversation rather than during so you can focus on facilitating the discussion

Clarify if any specific decisions need to be made

3. Determine what is already known

Has the individual previously considered their own preferences and wishes and have these been shared with anyone?

- If an advance care plan is already in place, ensure this forms the basis of the conversation and consider if this needs to be reviewed.
- If necessary, provide further information on the individual's current plan of care.

4. Advance Care planning

- Talk through each component outlined in Unit 3 of this resource as necessary and provide information and support to allow the individual to make informed decisions about each area at a pace tailored to their needs.
- **Remember** – advance care planning can involve a series of discussions.
- During the discussion, check in with the individual and those important to them to see whether the discussion is valuable and is meeting their needs.
- If necessary, consider taking a short break to give those present time to digest information, and then allow some time to re-focus.

5. Concluding the discussion

Summarise

The discussion and check understanding.

Questions

Offer another opportunity for questions, comments, and concerns – signpost to other resources they can look at for further information. Some resources are provided at the end of the resource.

Check consent

To share information to identify from the individual who information can be shared with and ensure this is recorded.

Record the advance care plan and share decisions

The process for this is outlined later in unit 7 of this resource