

For more information:  
[www.advancecareplanning.org.au](http://www.advancecareplanning.org.au)

*If you have a concern regarding the service you have received, please contact:*

**Health Services Commissioner, by phoning: 1300 582 113**

*This brochure has been modified from the Barwon Health and Austin Health  
Respecting Patient Choices / Advance Care Planning brochures*



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**Respecting<sup>®</sup>  
Patient Choices**  
Advance Care Planning

Advance Care Planning  
Planning for your  
future healthcare

## Advance Care Planning (ACP)

Advance Care Planning is a process that helps you to plan for your future health care. It can help you, your loved ones, and those caring for you discuss what is important to you about the level of healthcare and the quality of life you would want, if you became seriously ill and were unable to speak for yourself or unable to make your own decisions.

Advanced Care Planning enables you to write down the types of appropriate care you would want, based on your beliefs, values and preferences, particularly regarding the type of end of life medical treatment you would want.

Completing an Advance Care Plan is an easy five step process.

### 1. Have your say...

To make sure people understand the things that are important to you, if you become unwell and the decisions you would like to be made for you— you need to talk about it.

Talk to those closest to you and to your family. Talking to those closest to you ensures that the other person knows and understands your wishes for future medical care.

Talk also with your GP or healthcare provider. They may be able to assist you in your decision making to ensure your Advance Care Plan is clear and complete.

### 2. Who you would like to speak for you on your behalf?

It is a good idea to think about who you would want to make decisions about your health, if you are unable to make these decisions yourself.

Many people select a close family member, but you can pick any adult whom you think, could best represent you.

Who would you like to make decisions for you if you can't make them for yourself? Would you like other people in your family or others from your community to be involved?

The person you choose to represent you, is known as a Substitute Decision Maker. They become appointed by you, through as an Enduring Power of Attorney (Medical) process.

The person must be:

- Aged 18 or over
- Trusted to follow your values and instructions
- Willing to accept this responsibility
- Available, if they are required to make decisions on your behalf
- Able to make decisions in stressful situations

### 3. Write it down....

These discussions are often not easy, but we are here to help you. Maryborough District MDHS have trained Advance Care Plan Champions. These trained staff can meet with you and your family and help you to complete an Advance Care Plan.

By talking to an ACP Champion, they will help you to discuss your health issues with your family, and complete the documentation with you, if you need them to. You may also want to speak with your Doctor about your health, to develop an Advance Care Plan that best suits your needs.

By writing down your medical preferences, an ACP ensures your wishes are known and respected, enhancing the quality of your care, and reducing the incidence of inappropriate, invasive and unwanted intensive medical treatments.

### 4. Give it out

To make sure your ACP documents can be found and actioned when needed, follow these steps:

1. Keep the original documents yourself
2. Provide your MEPOA and family with a copy of your documents
3. Give your GP a copy
4. Send a copy to the hospital you most regularly use and ask for it to be put in your medical record

### 5. Review it

ACP is an on-going conversation and it is good to review your thoughts and documents every 12 months, especially if you have recently been to hospital or your medical condition has changed. You may need to rewrite or alter your document.