Future Care Planning and Winter Planning - Information for Services



What is Future Care Planning?

Future Care Planning is a person-centred, proactive approach to help people to plan ahead and to be more in control and able to manage any changes in their health and wellbeing.

At the heart of this is a conversation between individuals, those people who are important to them, for example a relative or carer, and their health or social care professional.

What is a Future Care Plan?

The decisions made during these conversations are recorded in a Future Care Plan.

The plan should include:

- reflections on an individual's situation and priorities in the context of their health
- information about specific treatments or care that would be appropriate for an individual, when they would consider or accept this care, and where they would like to be cared for
- information on who should be involved in supporting future decisions about treatment and care.

How can Future Care Planing help manage winter pressures?

By ensuring we know what people's wishes and preferences are, we can make the right decisions if emergency situations arise. This includes whether or not they would wish to be admitted to hospital or prefer to receive treatment elsewhere if possible.

What are my responsibilities?

Review Case Load: As winter approaches, all services should review their current case load to establish if people already have an Future Care Plan on Clinical Portal. In cases where they exist, these should be reviewed to ensure they are accurate and up to date. Where these are missing, every effort should be made to engage the person in a Future Care Planning conversation and record information on the system.

Start the Conversation: It is the responsibility of all staff, in all areas, to start the conversation about the benefits of Future Care Planning. For people already involved in services it is important to ask them to think about specific aspects of their care and reflect on their current experience. This may include their opinions on hospital admissions and which treatment options they would or would not like. Staff should can signpost signposting people to further information about other aspects of future planning such as Power or Attorney (www.nhsgqc.scot/planningcare)

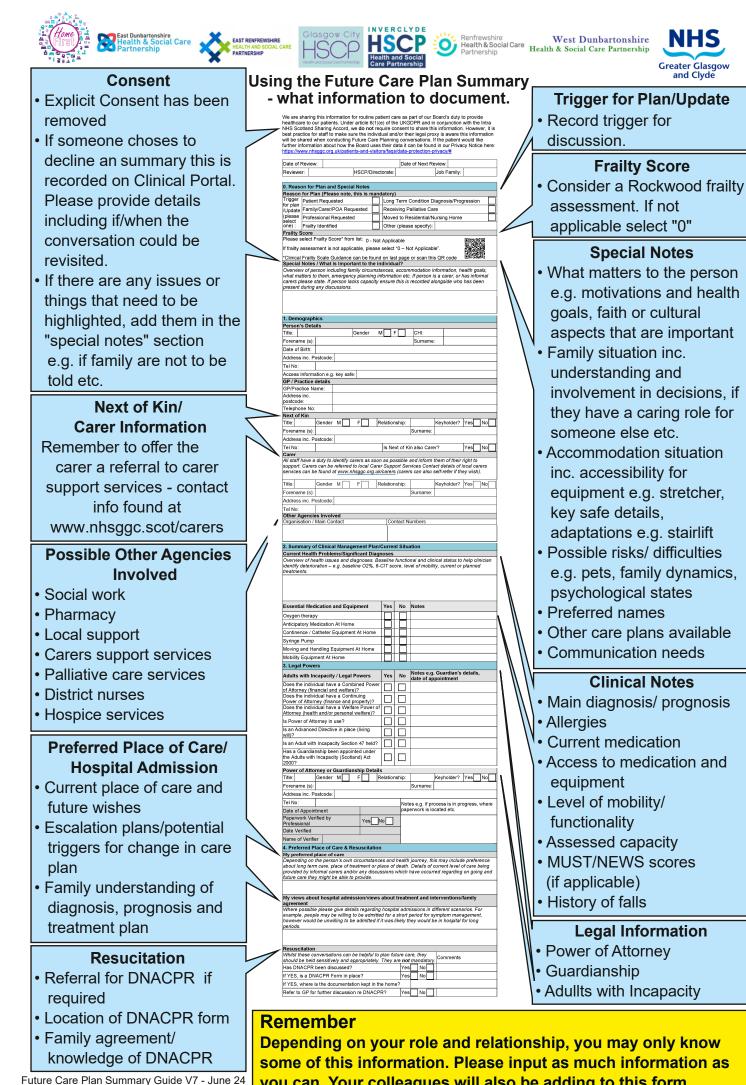
Record the Information: Information should be recorded in the Future Care Plan Summary which can be found on Clinical Portal (also available in PDF). By storing information on the system other services can also access and update information as they have further conversations. The Clinical Portal system will automatically inform the GP when new information is added and ask them to update the Key Information Summary (KIS). A guide to using the Future Care Plan Summary can be found on the back of this page. Consent is required to store information. If person lacks capacity, consent can be gained from legal representative or clinical professional.

Revisit the Situation: It is important that staff revisit these topics, particularly if there is any change to diagnosis, prognosis or treatment options.

Where can I find more information?

Visit <u>www.nhsggc.scot/planningcare</u> to find further information about all aspects of future planning including Future Care Plans and Power of Attorney.

You can also find training opportunities including an eModule which all staff should complete (also available on Learnpro GGC028: Future Care Planning).



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Family situation inc. understanding and involvement in decisions, if they have a caring role for someone else etc. Accommodation situation inc. accessibility for equipment e.g. stretcher, key safe details, adaptations e.g. stairlift Possible risks/ difficulties

Greater Glasgow and Clyde

- e.g. pets, family dynamics, psychological states
- Preferred names
- Other care plans available
- Communication needs

Clinical Notes

- Main diagnosis/ prognosis
- Allergies
- Current medication
- Access to medication and equipment
- Level of mobility/ functionality
- Assessed capacity
- MUST/NEWS scores (if applicable)
- History of falls

Legal Information

- Power of Attorney
- Guardianship
- Adults with Incapacity

Depending on your role and relationship, you may only know some of this information. Please input as much information as you can. Your colleagues will also be adding to this form.