

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 Planning 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 signpost people to further information about other aspects of future planning such as Power of Attorney (www.nhsggc.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 www.nhsggc.scot/planningcare 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).



Consent

- Explicit Consent has been removed
- If someone chooses to decline an summary this is recorded on Clinical Portal. Please provide details including if/when the conversation could be revisited.
- If there are any issues or things that need to be highlighted, add them in the "special notes" section e.g. if family are not to be told etc.

Next of Kin/ Carer Information

Remember to offer the carer a referral to carer support services - contact info found at www.nhsggc.scot/carers

Possible Other Agencies Involved

- Social work
- Pharmacy
- Local support
- Carers support services
- Palliative care services
- District nurses
- Hospice services

Preferred Place of Care/ Hospital Admission

- Current place of care and future wishes
- Escalation plans/potential triggers for change in care plan
- Family understanding of diagnosis, prognosis and treatment plan

Resuscitation

- Referral for DNACPR if required
- Location of DNACPR form
- Family agreement/ knowledge of DNACPR

Using the Future Care Plan Summary - what information to document.

We are sharing this information for routine patient care as part of our Board's duty to provide healthcare to our patients. Under article 6(1)(e) of the UKGDPR and in conjunction with the Intra NHS Scotland Sharing Accord, we do not require consent to share this information. However, it is best practice for staff to make sure the individual and/or their legal proxy is aware this information will be shared when conducting Future Care Planning conversations. If the patient would like further information about how the Board uses their data it can be found in our Privacy Notice here: <https://www.nhsggc.org.uk/patients-and-visitors/faqs/data-protection-privacy/#>

Date of Review: _____ Date of Next Review: _____
 Reviewer: _____ HSCP/Director/ate: _____ Job Family: _____

0. Reason for Plan and Special Notes
Reason for Plan (Please note, this is mandatory)
 Trigger for Plan (Please note, this is mandatory)
 Patient Requested Long Term Condition Diagnosis/Progression
 Update Family/Carer/POA Requested Receiving Palliative Care
 (please select one): Professional Requested Moved to Residential/Nursing Home
 Frailty Identified Other (please specify): _____

Frailty Score
 Please select Frailty Score* from list: 0 - Not Applicable
 If frailty assessment is not applicable, please select "0 - Not Applicable".
 *Clinical Frailty Scale Guidance can be found on last page or scan this QR code

Special Notes / What is important to the individual?
 Overview of person including family circumstances, accommodation information, health goals, what matters to them, emergency planning information etc. If person is a carer, or has informal carers please state. If person lacks capacity ensure this is recorded alongside who has been present during any discussions.

1. Demographics
Person's Details
 Title: _____ Gender: M F CHI: _____
 Forename (s): _____ Surname: _____
 Date of Birth: _____
 Address inc. Postcode: _____
 Tel No: _____
 Access information e.g. key safe: _____

GP/Practice details
 GP/Practice Name: _____
 Address inc. postcode: _____
 Telephone No: _____

Next of Kin
 Title: _____ Gender: M F Relationship: _____ Keyholder? Yes No
 Forename (s): _____ Surname: _____
 Address inc. Postcode: _____
 Tel No: _____ Is Next of Kin also Carer? Yes No

Carer
 All staff have a duty to identify carers as soon as possible and inform them of their right to support. Carers can be referred to local Carer Support Services Contact details of local carers services can be found at www.nhsggc.org.uk/carers (carers can also self-refer if they wish).

Title: _____ Gender: M F Relationship: _____ Keyholder? Yes No
 Forename (s): _____ Surname: _____
 Address inc. Postcode: _____
 Tel No: _____

Other Agencies Involved
 Organisation / Main Contact: _____ Contact Numbers: _____

2. Summary of Clinical Management Plan/Current Situation
Current Health Problems/Significant Diagnoses
 Overview of health issues and diagnoses. Baseline functional and clinical status to help clinician identify deterioration - e.g. baseline O2%, 6-CIT score, level of mobility, current or planned treatments.

Essential Medication and Equipment	Yes	No	Notes
Oxygen therapy	<input type="checkbox"/>	<input type="checkbox"/>	
Anticipatory Medication At Home	<input type="checkbox"/>	<input type="checkbox"/>	
Continence / Catheter Equipment At Home	<input type="checkbox"/>	<input type="checkbox"/>	
Syringe Pump	<input type="checkbox"/>	<input type="checkbox"/>	
Moving and Handling Equipment At Home	<input type="checkbox"/>	<input type="checkbox"/>	
Mobility Equipment At Home	<input type="checkbox"/>	<input type="checkbox"/>	

3. Legal Powers
Adults with Incapacity / Legal Powers

	Yes	No	Notes e.g. Guardian's details, date of appointment
Does the individual have a Combined Power of Attorney (financial and welfare)?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the individual have a Continuing Power of Attorney (finance and property)?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the individual have a Welfare Power of Attorney (health and/or personal welfare)?	<input type="checkbox"/>	<input type="checkbox"/>	
Is Power of Attorney in use?	<input type="checkbox"/>	<input type="checkbox"/>	
Is an Advanced Directive in place (living will)?	<input type="checkbox"/>	<input type="checkbox"/>	
Is an Adult with Incapacity Section 47 held?	<input type="checkbox"/>	<input type="checkbox"/>	
Has a Guardianship been appointed under the Adults with Incapacity (Scotland) Act 2000?	<input type="checkbox"/>	<input type="checkbox"/>	

Power of Attorney or Guardianship Details
 Title: _____ Gender: M F Relationship: _____ Keyholder? Yes No
 Forename (s): _____ Surname: _____
 Address inc. Postcode: _____
 Tel No: _____ Notes e.g. if process is in progress, where paperwork is located etc.
 Date of Appointment: _____
 Paperwork Verified by Professional: Yes No
 Date Verified: _____
 Name of Verifier: _____

4. Preferred Place of Care & Resuscitation
 My preferred place of care
 Depending on the person's own circumstances and health journey, this may include preference about long term care, place of treatment or place of death. Details of current level of care being provided by informal carers and/or any discussions which have occurred regarding on going and future care they might be able to provide.

My views about hospital admission/views about treatment and interventions/family agreement
 Where possible please give details regarding hospital admissions in different scenarios. For example, people may be willing to be admitted for a short period for symptom management, however would be unwilling to be admitted if it was likely they would be in hospital for long periods.

Resuscitation
 Whilst these conversations can be helpful to plan future care, they should be held sensitively and appropriately. They are not mandatory.
 Has DNACPR been discussed? Yes No
 If YES, is a DNACPR Form in place? Yes No
 If YES, where is the documentation kept in the home? _____
 Refer to GP for further discussion re DNACPR? Yes No

Trigger for Plan/Update
 • Record trigger for discussion.

Frailty Score
 • Consider a Rockwood frailty assessment. If not applicable select "0"

Special Notes
 • What matters to the person e.g. motivations and health goals, faith or cultural aspects that are important
 • 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 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

Remember
 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.