

Creating an ACP for carers: Edinburgh Carer Support Team ACP pathway

Talk through ACP as part of initial assessment, following on from discussing the emergency card. Use the *Let's think ahead leaflet* to help explain Anticipatory Care Planning

"If I become unwell what would I like to happen to me?"

Ask the carer to think about and discuss two questions:

"If I become unwell what should happen to the person I care for?"

ECST Member to ask the carer if they would consent to sharing the information discussed with their GP to update (or create) their ACP-KIS, and if they wish to have a paper copy of their ACP Carer Document printed (record decision in case notes).

ECST Team member completes the *ACP Carer Document* template and requests consent to share their contact details with ACP Team for feedback and follow-up consent (record Yes / No decision at the bottom of the ACP Carer GP Request form and in case notes).

ECST Team member emails *ACP Carer Document* to the GP Practice Clinical Mailbox and copies in AnticipatoryCarePlanning@nhslothian.scot.nhs.uk using the Template email *Text for emailing GP*

GP practice reviews information in ACP Carer Document and updates KIS

ECST Team checks on TRAK that the carers KIS has been created / updated (1 week check-up)

ECST follows up with GP practice cc'ing GP Practice Manager and **ACP Team** including copy of ACP-KIS.

ECST member gives a copy of the completed ACP Carer Document to the carer with the completed assessment. Ask the carer to:

- let their GP know if any of the information changes in the future.
- display a KIS fridge magnet in an obvious place so OOHs /SAS /H@H etc know there is an up-to-date KIS that will help inform shared decision making

- **ECST** checks uploaded KIS against quality criteria
- **ECST** shares list of KIS with ACP Team for quality check
 - access TRAK to check for any hospital admissions, record of KIS accessed and how carers preferences have been met. (all carers from current learning cycle and samples from past learning cycles)
 - gather feedback from GP Practice Cluster Quality leads, Health and Social Care Teams and carers on impact,
- **ECST Team** shares MATT / Social Care Teams anecdotal feedback on impact of carers KIS with **ACP Team** of updated carers KIS.

No

Yes

KIS Uploaded

For support or more information please contact: AnticipatoryCarePlanning@nhslothian.scot.nhs.uk