Creating/updating a relevant ACP in the community

Check to see if the individual has an ACP-KIS, use any information recorded in it to inform your ACP discussion.

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Read through: ACP in the Community - Key Steps. Use the RED-MAP 6-step approach and the ACP patient/family information leaflet to guide your ACP discussions.

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Complete the 'ACP-KIS request to GP practices' form.

In the Special Note Box (section 2), fill in information against the headers/prompts.

Delete any headers/prompts that are not needed or discussed.

(An existing ACP-KIS may have up-to-date information for some of the headers/prompts, or you may not have covered them all in your discussions).

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★**EXAMPLE** Try to give specific information to guide decisions in the Special Note Box (section 2). This improves outcomes and reduces avoidable admissions to hospital e.g.

'After discussion with *(person's name)/relative/POA they would not wish to go to hospital in the event* of:
- a sudden illness such as a stroke or heart condition
- a serious infection (including Covid19)
- being unable to eat and drink due to illness.'

Wording like the above has been shown to have a better impact on care than using generalisations such as 'would prefer to be cared for at home if possible'; this provides minimal guidance to clinical staff who do not know the patient.

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Send the completed 'ACP-KIS request' form to GP practice using the ACP covering email provided.

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Check the ACP-KIS for the updated information. Discuss the content and the benefits of showing their ACP-KIS to professionals providing care when their condition fluctuates or deteriorates. Ask if they would like a copy to keep at home, print a copy for them, and note the person has requested a copy on their case note.

Give the person a KIS magnet to put in an obvious place so OOHs/SAS/H@H know there is an up-to-date ACP-KIS that will help shared decision-making.

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Forward CHI numbers to the ACP team to follow up/sample KISs and support any improvements.

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ACP discussions are ongoing especially following changes in health or hospital admissions. Follow the above process to review and update ACP-KIS.

For any of the resources mentioned above or for help & support please contact
AnticipatoryCarePlanning@nhslothian.scot.nhs.uk