

The LPA needs to be registered with the Office of Public Guardians before it becomes valid.

Further information can be found at: [www.gov.uk/power-of-attorney/overview](http://www.gov.uk/power-of-attorney/overview)

### Putting your affairs in order

This is about being prepared, including making a will and leaving instructions on where everything is kept. The instructions could include:

- Details of your bank, building society, credit cards, pension and any other financial concerns.
- Contact details of friends, family and colleagues.
- Where you keep documents such as your will, passport, house deeds, insurance, life and other policies, mortgage and hire purchase agreements, birth and marriage certificates, as well as items like car and house keys.
- How to access important information saved on your computer.

### Tissue donation

The more people who pledge to donate their organs and tissue after their death, the more people stand to benefit. By choosing to join the NHS Organ Donor Register you could help to make sure life goes on for many others. To decide whether or not you wish to become a donor after you have died

is something very personal and it is important that everyone makes their own decision.

Joining the register records your agreement to the use of your organs and tissue for transplantation after your death. If you would like more information about this visit [www.organdonation.nhs.uk](http://www.organdonation.nhs.uk)

If you wish to discuss any of the above while you are in hospital, or you do not have internet access and would like copies of any documents mentioned in this leaflet, please contact any of the following:

- The ward team caring for you.
- Your key worker, if you have one.
- The Hospital Palliative Care Team tel: 0118 322 7826.
- Patient Relations tel: 0118 322 8338.
- The Department of Spiritual Healthcare, tel: 0118 322 7105.

For more information about the Trust, visit [www.royalberkshire.nhs.uk](http://www.royalberkshire.nhs.uk)

This document is available in other languages and large print on request. Please telephone 0118 322 7826

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Royal Berkshire  
NHS Foundation Trust

**“No decision about  
me without me”:  
Advance Care Planning**

**Information for patients,  
relatives and friends**

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## Planning for your future care

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We live in a world where medical breakthroughs are often made and people can live for many years after a serious illness is diagnosed. It is easy to put off making important decisions about future treatment and care until it is too late. Making an advance care plan ensures you are involved in these decisions.

### What is advance care planning?

Advance Care Planning (ACP) is a process of discussion between you and those important to you. It can give you the opportunity to talk about and write down your preferences for care now, and in the future. It will come into effect if you become unable to make decisions for yourself. It is a totally voluntary process and you do not need to do this unless you want to.

An ACP can include anything that is important to you. Once written, it can provide vital information to others if you become unwell and unable to explain your wishes yourself. Throughout the process you may wish to discuss your preferences with your GP, hospital consultant, community nurse, faith leader or legal adviser.

### “No decision about me without me”

An ACP can give guidance on where and how you wish to live and be cared for if you have a serious or terminal illness, now and

in the future. This allows you to be actively involved in decisions about your care which can be reassuring for you. You can write an ACP at any time and update it whenever you want. You should keep your ACP with you and share it with people involved in your care.

### Some things you may wish to discuss:

- People you would or would not like to be involved in your decisions.
- Nominating someone to act on your behalf if you lose the ability to make decisions.
- Dealing with practical issues, e.g. caring for a pet.
- Whether cardio-pulmonary resuscitation would help you if your heart stopped.
- Making a will.
- Where you would like to be cared for if you were dying.
- Any particular religious or cultural requirements before and after death.

### How do I make an advance care plan?

This is not a legal document so you can make your wishes known by writing them down in any format. Various forms are available if you wish to complete a more formal document, and booklets are available on request.

### Advance Decision to Refuse Treatment

If you are over 18 and have strong views about any specific circumstances when you would want to refuse treatment, an

Advance Decision to Refuse Treatment (ADRT) can be made. This is a legal document and you are advised to discuss this with any doctors, health professionals or legal advisers involved in your care to specify the circumstances in which this refusal would apply. An ADRT is used most often to record a decision to refuse treatments such as artificial life support or drugs such as antibiotics, even if this hastens death. It cannot be used to request treatment, including any form of euthanasia. An ADRT has to be in writing, signed, witnessed and include a statement that the decision stands ‘even if life is at risk’. Decisions should be recorded, known and understood by your next-of-kin and your family. This is important in case you become physically or mentally incapable of telling people about your decisions. More information can be found at [www.nhs.uk](http://www.nhs.uk) (search for “advance decisions”).

### Lasting Power of Attorney (LPA)

You may wish to appoint someone you know to make decisions on your behalf if you lose the ability to communicate your decisions yourself. This could be a family member, a friend or your legal adviser. A lasting power of attorney gives this person the legal authority to act on your behalf. This can include either making decisions about your health and welfare, your finances and property or both.