

My Plan for before I die

Good Practice Guidance



My plan for before I die

Put your photo here



My name



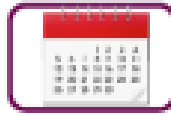
Date of Birth



Date I finished filling in this plan



I did this plan with



We will check this plan again on



This information is private

This plan can be shared with people who support me like family and staff and health professionals
This is so they know what I want and can follow my plan



Made in July 2021

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What is a 'My plan for before I die' Form?

A 'Plan for before I die' good practice guidance captures and records the beliefs and wishes of people we support in relation to what happens at the end of life, offering people the opportunity to plan for their future while they have the capacity to do so.

Knowing a person's wishes will help families and staff ensure that they are following the wishes of their loved one or person supported when they are dying or have died

It gives an overview on the types of treatment and care the person would or would not like to receive. This is not a legal document

'My Plan for before I die' Form will capture the below information:

- Explanation of making a plan for when I die
- Being resuscitated
- Where I want to be when I am ill or dying
- Life decision maker
- Thinking about ways doctors might want to help me
- What happens next

Who should have a 'My Plan for before I die' Form?

It is good practice to have or consider having a 'My plan for before I die' completed regardless of age or health, as it captures important information that can help a person die knowing that they have recorded what is important to them, the plan will also support family and staff plan for the future. It can take time to take the first steps in completing a 'My plan for before I die' but, by having honest communication and a good explanation of why we should complete a plan, will hopefully break down the barriers that we might face.

If you do come across a barrier, try your best to revisit the conversation and not avoid having it again. There are lots of resources to help start conversations to talk about death and dying.

Some of the form can be completed through general conversations whilst out and about with the person supported such as taking tablets or having injections, knowing this information will allow for it to be added to the document over time.

Not everyone will want a 'My plan for before I die' to be in place or completed but it's especially helpful to have if a person is likely to become unwell or lose capacity, or capacity can fluctuate due to a diagnosis of dementia, or mental health. This plan can be completed over a period of time and at a pace that the person is comfortable to do this.

From a good practice perspective, we should involve the person in to the discussion as much as possible, 'nothing about me without me!'

Working in a way that makes sense to the person, taking into consideration the environment, time of day and who the person is most comfortable to have these conversations with. It is

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important to make sure that when you are supporting a person to complete this plan that it will vary person to person on how long it takes to complete, so it's important that this is recognised and shared with everyone involved in this process as it is very important to get our approach right.

By having this approach, vital information and wishes are not being missed and chances to change your mind can happen too.

Why should a 'My Plan for before I die' Form be completed?

A 'My Plan for before I die' form is completed so that the person supported feels in control of their future and their wishes and plans are being valued and respected and followed. The plan will help family members and staff teams understand the person and not to make assumptions of what they think should be decided on behalf of their loved one or person supported and follow the person's wishes whilst at the end of life.

This plan should be regularly reviewed to make sure it is updated and is as current as it can be, always remembering to be sensitive when approaching this topic. If possible, we need to encourage conversations with the person's family to relay this information. When making contact with families think of the family's preferred way of communication as this will support with positive engagement. If there is no member of family involved, we need to endeavour to do our best to ensure the person's wishes are followed. Sharing information with the core staff team will ensure that information doesn't get missed.

Remember that people may make choices that seem unwise, this doesn't mean that they are unable to make decisions or their decisions are wrong.

Staff's Responsibilities in relation to the My Plan for before I die Form:

- To ensure staff teams feel skilled and have an understanding of how they should use this
- To ensure staff teams understand why they should use this
- To have awareness of when to use it and how
- To share the information that was recorded with other staff at the service
- To complete this form with updated information if new information becomes available through general conversations or formal sessions
- To be using the most up-to-date form
- Involve the person supported to be involved in the completion of this form if this is possible – explained in a way that makes sense to the person

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Front Line Managers responsibilities in relation to the My Plan for before I die form:

To ensure that staff are doing the above plus:

- To ensure staff teams feel skilled and have an understanding of how they use this
- To ensure that staff teams understand why to use this form
- Set a review date and ensure this document is reviewed and is up-to-date
- To ensure the most up-to-date version is being used
- To review quality of recording – is it detailed?

Dying to Talk Project team's Responsibilities:

- To make sure there is good examples of this document for staff to see what 'good' can look like
- To review the document, alongside operational colleagues to gain feedback to ensure its still relevant, fit for purpose and useful for teams
- To provide support if staff require further information
- To make the form accessible for the services either by signposting the document on the intranet or by providing printed copies.
- To provide a letter to circulate to families when staff teams know/have conversations about death and dying.

Top Tips:

- This does not have to be completed in one sitting, it will take time and make sure you revisit to ensure as much of the form is completed as possible
- This does not have to be completed by one person, it should be a collective effort
- Involve the person where possible in a way that makes sense to them
- Involve families where possible
- Involve other professionals
- If you need any help, please reach out to the health.team@macintyrecharity.org