Standard Operating Procedure:

Entering “My Wishes” info into SystmONE

This document assumes your CCG has already shared the **Future Planning** template version 2 or higher across all S1 practices in the CCG. If you are not sure how to find the template:- when in a patient record just type “Future” into the Search Features box at the bottom left of the screen. A number of options may appear but select the Future Planning Version 2.2 (or higher) in Portsmouth this may be called Future Planning GP version 2.5.

The term TAB is used rather than PAGE, when referring to the different sections of the **Future Planning** template.

# Page 1 of the “My Wishes” self-complete leaflet (Town & Country picture)

 Please ensure you have the opened the correct patient record.

# Page 2 . . .

**My Wishes** “Problems or Condition” and “How I would like this managed” should all be entered using the **Future Planning** “Avoiding Unplanned Admission 1” TAB in the “Anticipated Problems due to medical conditions” box.

All details in the **My Wishes** “Emergency Contacts” table should be entered on the same **Future Planning** ““Avoiding Unplanned Admission 1” TAB in the “Emergency Contact details” box.

***For your information*** *- Emergency contacts information entered anywhere else in emisWEB is unlikely to be visible to acute care teams (999, 111, Out of Hours services and hospital) via the Summary Care Record or any other system that they access.*

# Page 3 . . .

**My Wishes** “My wishes for my care” information should be entered into the appropriate box in the **Future Planning** “Future Planning” TAB. These will mostly go into either the “Patient, Family/NoK wishes & preferences for care” box or the “Wishes & requirements following death” box.

Information from **My Wishes** “. . . opinions of family/friends/carers . . .” may also go into either of these last two boxes.

Finally, details from **My Wishes** “Information about my home . . . “, should be entered into the **Future Planning** “Avoiding Unplanned Admission 1” TAB in the “Home access info & risks eg pets & other” box.

# Page4 . . .

Of the **My Wishes** leaflet may contain the most important information recorded by a patient. Consenting to share Additional Information to the Summary Care Record allows all of the information in the **Future Planning** template: a patient’s past medical history, involved teams, and appointments; to be viewed alongside their medications and allergies on the Summary Care Record by clinical teams providing their emergency care.

1. If signed and dated by the patient. Go to 4.
2. If signed and dated by someone other than the patient then please consider;
	1. If a **parent, and the patient is under 10 years** of age. Go to 3.
	2. If a **parent, and the patient is 10 years or older**. Please pass to the patients GP for them to consider the appropriateness of adding the consent. If the GP agrees go to 3.
	3. If a **family member / carer with a valid Lasting Power of Attorney for Health and Welfare** form. Please pass the request to the patients GP to confirm that the patient lacks capacity to make their own decision about adding information to their record. If the GP agrees go to 3.
	4. If a **circumstance other than those listed above**, please pass the form to the patients GP to advise on whether signing by a person other than the patient is appropriate and valid. If the GP agrees go to 3.
3. Please add the name of the person giving consent to the box alongside the next item.
4. On the **Future Planning** template “Consent & Prognosis” TAB“Check” the first tick box “Consent to share . . .”. If this consent has already been added to the patient’s record, as shown in the right hand column of the template window, please add the consent again anyway as this provides an update to the record.

# For all Patients

If a patient or their representative submits a house keycode number or other access code, then please record this as detailed above. In addition, please contact the patient to let them know that they should inform their insurance company about sharing the code, otherwise their home insurance may be invalidated in the case of a burglary.

This is clearly nonsense, and we have asked that it be raised at a national level, but in the meantime we appreciate your support.

Patients may submit a typed **My Wishes** leaflet that they have downloaded from the [www.futureplanning.org.uk](http://www.futureplanning.org.uk) website.

# On completion

Please **OK** the template and then **Save**, recording your activity as Clinical Admin.

Please inform the patient’s named accountable GP, or if not available the duty doctor, that new information has been added to the patients Future Planning template. Particulary if;

* The patient wishes to discuss Cardiopulmonary resuscitation or tissue donation
* Consent for upload to the SCR has been given
* Management of medical problems have been documented.