

Future planning template



**Recording your preferences,
significant conversations and hopes**

What are Future Care Planning templates?

These are a set of electronic forms designed to help your GP collect important information about your wishes and needs in one place. These simple forms will be available for use by any General Practice in Hampshire. The forms have four parts that can be used to collect Chronic Care Management, End of Life or Avoiding Admission information.

What is "Future Planning" information?

When living with a long term health condition or life limiting illness, problems can arise. Many of these are predictable and can be managed in different ways. Discussing the future can be difficult and once completed these "Significant Conversations" should be recorded. Your clinical teams do not want to repeatedly ask you the same questions. Unfortunately; community, hospital, hospice and other records are kept in different places. Hence, whenever you see a clinical team, it is likely that they won't have access to all of your records. This makes it very difficult not to ask the same questions again and again.

This nearly always happens in an emergency, when you meet many clinical staff for the first time!

What's so different about the Future Planning templates?

Once your GP, with your agreement, adds information to the template it will be automatically copied to the your Summary Care Record (SCR). Once there, your Future Planning information can be accessed by Out of Hours, Ambulance or Accident and Emergency teams should they need it in an emergency.

What about getting my permission for all this information sharing?

Before **any** information can be added to Future Planning Templates we will need to gain your consent. In fact, the Future Planning Templates will not work unless your consent has been recorded.

You may also withdraw your consent at any time by speaking to your GP. Though, this could potentially reduce the speed, quality and safety of care that you receive. If you are incapacitated, it may also leave the clinicians caring for you in the dark about your previous wishes.

Is the information shared securely?

As with all information recorded within health care there are strict guidelines about how the information can be used. Only those staff involved in your care will access your information through a secure password protected system.

How else might "Future Planning" improve my care?

This information is valuable to ensure that you receive the right care, at the right time, tailored to your preferences and needs.

The template will also help your General Practice to monitor and better anticipate your care needs by supporting local Community Care Team and Practice Care Planning meetings.

Contact numbers and information about your Emergency Contact, Next of Kin, carers and support in the community can also be recorded in your Future Planning template, if you wish.

Can I change information on the system?

Each time a new conversation takes place with your GP the information can be updated. If you change your mind about any element of your care, this can also be updated on the template. This will also automatically update on the Summary Care Record.

Currently Community Nurse teams in Portsmouth and Southampton can both see and update information in your Future Planning Template. Hampshire nurses, for the moment, can only see the Template and so may ask your GP to update information occasionally.

We are rolling out across Hampshire, Southampton and Portsmouth. Who is involved?

All General Practices - have been provided with the templates
All Clinical Commissioning Groups - are supporting this project
All hospice teams - are supporting the use of the templates in their areas
All Specialist Palliative Care Teams - are supporting use in GSF meetings
Southern Health and Solent Community staff
Hampshire Out of Hours Services
South Coast Ambulance Service
AED and Medical Assessment Units in all Hampshire Hospitals

Can I see the information in my Future Planning record?

You have a right to see any of your health records. Access to your complete record requires a written request to your General Practice. However, as we know computers and networks let us down now and then, the Future Planning Templates are designed to allow your GP to printout a copy of your information for you to keep. Perhaps keep an up-to-date copy in your Community Nurse notes or somewhere else easily accessible.

Further Information

Thank you for reading this leaflet. If you would like to know more about any issues raised please speak to one of the staff involved in your care or visit our website at;

www.FuturePlanning.org.uk

Working in partnership with:

All Hampshire, Portsmouth & Southampton Clinical
Commissioning Groups
Countess Mountbatten House, Southampton
Oakhaven Hospice Trust, Lymington
St Michael's Hospice, Basingstoke
The Rowans Hospice, Portsmouth
Solent NHS Trust
Southern Health NHS Foundation Trust