Future Planning

NHS

Standard Operating Procedure:
Entering "My Wishes" info into SystmONE

This document assumes your CCG has already shared the **Future Planning** template version 3.3 or higher across all S1 practices in the CCG.
How to find the template: when in a patient record, type "Future" into the Search Features box at the bottom left of the screen. Several options may appear but select Future Planning Version 3.3 (or higher). In some areas this may be called Future Planning GP version 3.3

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. Check details recorded in SystmONE are updated to match details entered on this page.

Page 2 . . .

My Wishes "Problems or Condition" and "How I would like this managed" should all be entered using the **Future Planning** "Treatment Escalation TEP" 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** "Treatment Escalation" TAB in the "Emergency Contact details" box.

> ***For your information*** *- Emergency contacts information entered anywhere else in SystmONE 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** "My WIshes" TAB. These will 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. Please label patient and family wishes separately if these differ.

Finally, details from **My Wishes** "Information about my home . . . ", should be entered into the **Future Planning** "Treatment Escalation" TAB in the "Home access info & risks eg pets & other" box.

Page 4 . . .

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 by clinical teams providing their emergency care alongside their medications and allergies on the Summary Care Record.

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;
    a. If a **parent, and the patient is under 10 years** of age. Go to 3.
    b. 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.
    c. 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.
    d. 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 "Intro" 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 as this provides an update to the record.
5. Once "Consent to share" has been added please check in the patients SystmONE record for any "Dissent to share" codes. These codes should show in the View on the "Intro" TAB. If any are present then they should be removed.

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 website. A completed leaflet with their Name and Date, sent from their personal e-mail address should be considered as having a valid signature.

On completion

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

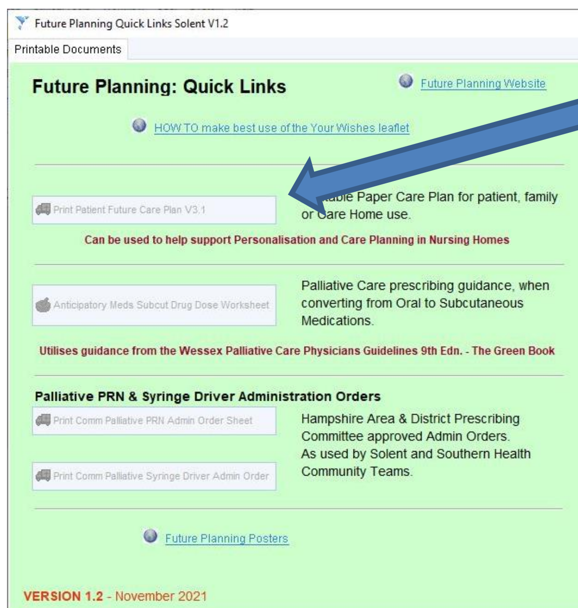
Please inform the patient's named accountable GP, or if not available the duty doctor, that new information has been added to the patients Future Planning template. Particularly if;

- The patient wishes to discuss Cardiopulmonary resuscitation or tissue donation
- Preferences for management of medical problems have been submitted.

Following review by GP

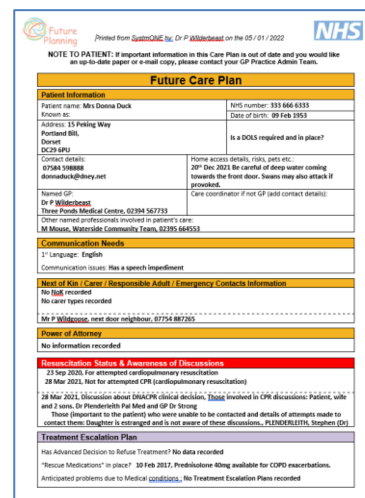
Please print a Future Care Plan from SystmONE as detailed below. Please email, post or deliver to the patient via their preferred communication route.

When back in the patient record, type "Future" into the Search Features box at the bottom left of the screen. A number of options may appear but select "Future Planning – Quick Links V1.2" (or higher).



Select Print Patient Future Care Plan and follow instructions as usual for generating a SystmONE document from a Word template.

Please email, post or deliver the resulting document to the patient via their preferred communication route.



Future Planning

Printed from SystmONE by: Dr P Wilderbeast on the 05 / 01 / 2022

NHS

NOTE TO PATIENT: If important information in this Care Plan is out of date and you would like an up-to-date paper or e-mail copy, please contact your GP Practice Admin Team.

Future Care Plan

Patient Information	
Patient name: **Mrs Donna Duck** Known as:	NHS number: **333 666 6333** Date of birth: **09 Feb 1953**
Address: **15 Peking Way** **Portland Bill,** **Dorset** **DC29 6PU**	**Is a DOLS required and in place?**
Contact details: **07584 598888** **donnaduck@dney.net**	Home access details, risks, pets etc.: **20th Dec 2021 Be careful of deep water coming towards the front door. Swans may also attack if provoked.**
Named GP: **Dr P Wilderbeast** **Three Ponds Medical Centre, 02394 567733**	Care coordinator if not GP (add contact details):
Other named professionals involved in patient's care: **M Mouse, Waterside Community Team, 02395 664553**	

Communication Needs
1st Language: **English**
Communication issues: **Has a speech impediment**

Next of Kin / Carer / Responsible Adult / Emergency Contacts Information
No NoK recorded **No carer types recorded**
Mr P Wildgoose, next door neighbour, 07754 887265

Power of Attorney
No information recorded

Resuscitation Status & Awareness of Discussions
23 Sep 2020, For attempted cardiopulmonary resuscitation **28 Mar 2021, Not for attempted CPR (cardiopulmonary resuscitation)**
28 Mar 2021, Discussion about DNACPR clinical decision, Those involved in CPR discussions: Patient, wife and 2 sons. Dr Plenderleith Pal Med and GP Dr Strong **Those (important to the patient) who were unable to be contacted and details of attempts made to contact them: Daughter is estranged and is not aware of these discussions., PLENDERLEITH, Stephen (Dr)**

Treatment Escalation Plan
Has Advanced Decision to Refuse Treatment? **No data recorded**
"Rescue Medications" in place? **10 Feb 2017, Prednisolone 40mg available for COPD exacerbations.**
Anticipated problems due to Medical conditions : **No Treatment Escalation Plans recorded**

A new Future Care Plan should be supplied each time significant changes are added to the patient's **Future Planning** template.

Further Details

Regarding all facets of the Future Planning Project are available on www.futureplanning.org.uk
Contact the project team via the website contact page.