

Future Care Planning - Standard Operating Procedure

At A Glance

Section 1 & 2

What is the purpose of this document and Future Care Planning?

Future Care Planning helps everyone to understand what is important when it comes to making decisions about people's health and wellbeing. This document is a guide for staff so that they have a better understanding as to their role in helping this system work.

Section 5

Public Information and Resources

This section contains links to lots of resources which you can signpost members of the public too. This includes information on Power of Attorney, Carer Support, CPR, Wills, Funeral Planning and emotional support.

Section 3

Who is Future Care Planning for?

This section contains guidance on who might benefit most from these types of conversation, but remember, anyone can have an Future Care Plan and everyone should think about what matters to them.

Section 4

What are staff responsibilities?

This section contains information on the key players, helping to ensure this system works. But remember, Future Care Planning is everyone's business and all staff should be prepared to start the conversation with any individual.

Click here to read the full document

Section 6

Initiating Conversations

This section contains some resources to help start and structure these types of conversation, including information on REDMAP and Sage & Thyme. This section also provides guidance on recording if someone declines a Future Care Plan.

Section 7.1

DISCUSS

DISCUSS is a mnemonic which can be used to identify all the different topics which can be discussed as part of Future Care Planning.

Section 7.2 & 7.3

Consent & Capacity

These sections provide information on how information is shared, and who it can be shared with.

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Section 7.5 & 7.6

Paperwork

Future Care Planning conversations can be recorded on Clinical Portal. This information should also be recorded with a Key Information Summary. This section gives details on how this happens and who has responsibility for each system.

Section 8

Data Collection

It is important for us to be able to monitor how we are doing. Systems have been set up in EMIS and CNIS to help track progress. This section outlines what information is collected.

Section 9

Reviewing

This section contains guidance about when plans should be reviewed and who should review them.

Section 10

Care Homes

This section contains guidance for Care Homes to collect and share Future Care Planning information, as well as training opportunities and the CHLN role.

Section 11

Children's Services

This section contains information about the use of Future Care Plans in Children's Services including neonatal and transitions.

Section 12

Training

This section contains information about all training opportunities for staff.

Section 13

Quality Assurance

This section contains information about ongoing quality assurance work and a library of example Future Care Plan Summaries.

Section 14

Hyperlinks

List of all hyperlinks in SOP.

Section 15

Process Flowchart

This is a simple guide to outline the steps within the Future Care Planning process.

More resources and information available at www.nhsggc.scot/planningcare