

Top Tips

Advance Care Planning (ACP)

1

How do I know if a person has a completed ACP?

If appropriate, ask the person/family or whānau. Check the person's health record – **if not sure where ACPlans are filed in your organisation – find out!!**



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Where do I access information to give to the person/family/whānau?

[Hospice Waikato](https://www.hospicewaikato.org.nz) – click the ACP tab

<https://www.myacp.org.nz/>

[Advance Care Planning » Te Whatu Ora Health New Zealand Waikato \(waikatodhb.health.nz\)](https://www.hospicewaikato.org.nz/advance-care-planning)



Order ACP resources online, **free of charge** - [HQSC: Online Ordering \(ecos.co.nz\)](https://www.hospicewaikato.org.nz/hqsc-online-ordering)

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Who can support a person complete their ACPlan?

- **Any health professional who has attended ACP training**
- **Community ACP champions**
Hospice Waikato have a team of volunteers who are trained to support a person, family/whānau in their home to complete an ACPlan.

Refer via BPAC or email acp@hospicewaikato.org.nz

2

How do I identify suitable people for ACP conversations?

ACP conversations are appropriate for all capable and competent adults.

Anyone admitted to either hospital/hospice/ARCC should be offered the chance to talk about what matters to them for their future healthcare wishes. Ask yourself this question, "Would I be surprised if this person died within the next 12 months?" If your answer is no, then it is important to start an ACP conversation.

Remember to document all ACP conversations – see Top Tip 6



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Where do I find an electronic copy of an ACPlan?

[Hospice Waikato](https://www.hospicewaikato.org.nz) – ACP resources at a glance

[Advance Care Planning » Te Whatu Ora Health New Zealand Waikato \(waikatodhb.health.nz\)](https://www.hospicewaikato.org.nz/advance-care-planning)

<https://www.myacp.org.nz/your-plan>



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Where can I access further information & training?

[Hospice Waikato](https://www.hospicewaikato.org.nz) – click the ACP tab

e-Learning - [Advance Care Planning: Log in to the site \(elearning.ac.nz\)](https://www.hospicewaikato.org.nz/advance-care-planning)



3

What information can I give to the person/family/whānau?

Sometimes just handing over an ACP, "**What matters most for your future care**" leaflet can be a good introduction to start the conversation between the person and their family/whānau. You can also give the person an ACP information pack.

Remember to document this conversation – see Top Tip 6



6

Document all ACP conversations in your patient management system!

It is very important to **document all ACP conversations** – keep your work colleagues informed so they can continue this awesome mahi!



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Help I am completely lost, who can I contact about ACP in Waikato?

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