



A not for profit company

Policy Number: 3007

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Effective Date: 1 January 2016

Replaces: NEW

SECTION: ADMINISTRATION

TOPIC: ADVANCE CARE PLANNING

**Intent:** To ensure that individuals, their families, guardians and advocates are given information and support around issues of Advance Care Planning.

To provide quality services and supports to individuals.

The Agency has adopted the guiding principles related to Advance Care Planning as outlined in the Canadian Hospice Palliative Care Association document: *Advance Care Planning in Canada – National Framework. (January 2012).*

The Advance Care Planning in Canada- National Framework defines Advance Care Planning as “a process of reflection and communication in which a person with decision making capacity expresses his or her wishes regarding his or her future health and/or personal care in the event that he or she becomes incapable of consenting to or refusing treatment or other care”.

Through the planning process an Advance Care Plan is developed which outlines and defines the individual’s wishes regarding medical treatment and care (as a result of occurrences, illnesses or serious health issues that causes the individual to become incapacitated). Wills, Personal Directives, Power of Attorney, and Goals of Care Designation documents may be part of the Advance Care Plan.

As part of our profile development process, and orientation process the Agency will educate our staff on the critical elements in Advance Care Plans of individuals that we serve. This will ensure that staff are not only aware of the wishes of the individual, but can support them in carry out their wishes.



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Our Agency is committed to:

- Providing individuals and their guardians (if applicable) with information on Advance Care Planning at intake and on an ongoing basis through our website.
- The Agency will encourage individuals and their families/guardians to actively participate in discussions on medical treatment and care for serious health issues.
- The Agency will engage in conversations on Advance Care Planning as necessary to seek clarity around what the individual’s wishes are (as we may be in a position to have to support individuals in carrying out their wishes if they have an Advance Care Plan).
- Above all our Agency is committed to ethical decision making and respecting the dignity and value of individuals with disabilities.

Should an emergency situation arise where an individual we serve faces a serious health issue the Agency will follow the Agency Emergency Procedure:

- If the individual has a Goals of Care Designation the Agency will perform lifesaving resuscitative measures including CPR until First Responders arrive unless such actions are clearly prohibited in the Goals of Care Designation (focus on Comfort Care only).
- The Agency will provide First Responders when they arrive with a copy of the individuals Goals of Care Designation (or other Advance care Planning documents typically contained in a Green Sleeve) if these are in the Agency’s possession

Reference:   Advanced Care Planning in Canada – National Framework  
 Dying with Dignity Canada – Advance Care Planning Kit for Alberta  
 Guardian Information Package  
 Client Information Package  
 Policy 3005 Code of Ethics  
 Client Profile  
 Agency Emergency Procedure