

# Advance care planning (ACP)

## Implementation plan checklist

Actions required	Completed
Establish an ACP Working Group and set up monthly meetings or add a standing agenda item to practice meetings to discuss the Greater Choices project/ACP implementation plan.	Yes <input type="checkbox"/> No <input type="checkbox"/>
GPs have completed core training in the WAPHA Training Resource Kit.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Practice Nurses have completed core training in the WAPHA Training Resource Kit.	Yes <input type="checkbox"/> No <input type="checkbox"/>
All staff have reviewed the MBS item guidance and an agreement has been reached regarding MBS billing strategy for ACP during routine health assessments.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Download the Primary Sense Health Assessment Report to identify the number patients who are eligible for health assessments (75+ and IHAs) for the next 12-month period.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Review the process to invite patients for health assessments and identify opportunities to strengthen uptake and implement the agreed strategy.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Consider opportunities to provide ACP information to patients in preparation for their health assessment. Implement the agreed strategy.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Review the appointment time allocated for health assessments for Practice Nurses and GPs and agree the required additional time to support the inclusion of ACP.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Adjust the length of an appointment for all patients scheduled for a health assessment from October 2024.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Review the approach to documenting ACP conversations in practice software – ensure all staff have a consistent approach. Implement the agreed strategy.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Develop a strategy to ensure that annual health assessments include discussion and/or review of existing ACP documentation and staff are aware that any changes to an Advance Health Directive (AHD) will require completion of a new form.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Promote return appointment to facilitate completion of ACP documentation.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Agree the format of the return appointment – MBS item number application, appointment time, and who will witness AHD completion (two signatures required).	Yes <input type="checkbox"/> No <input type="checkbox"/>
Develop a process for scanning and importing completed ACP documents into practice software – role of the Admin team?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Develop a process to upload completed ACP documents to My Health Record (MHR). Note: Scanner settings must be adjusted to successfully upload completed AHD form (refer to guidance document). If practice software is incompatible to upload ACP documents to MHR, ensure that the patient has resources to self-upload.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Develop a process for the Admin team to provide patients with original copy of completed ACP document(s) and a script regarding where patients should store ACP document(s).	Yes <input type="checkbox"/> No <input type="checkbox"/>

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