

Appendix 1

Checklist framework for discussion with patients who may be nearing the end of life

Patients with capacity

Diagnosis

- Have you explained the diagnosis to the patient in terms they understand?
- Have you explained the natural course of the condition without treatment?
- Have you given the patient a leaflet on their condition/signposted them to somewhere to read more?
- Have you given the patient any information on available support groups for their condition?
- Have you involved any supporters of the patient, with the patient's consent?

Getting to know the patient

- Does the patient already have a valid advance care plan, advance statement, advance decision to refuse treatment or lasting power of attorney? If not, would they like support to make one?
- What are the patient's values in life? What is important to them?
- What elements of care are important to them and what would they like to happen in the future?
- What would they not want to happen or worry about happening in the future?
- What would be an unacceptable health state for the patient?

Treatment options

- Have you explained to the patient that they have the right to decide on whether to undergo treatment or refuse treatment?
- Have you discussed treatment options with the MDT, if appropriate?
- Have you explained all of the treatment options to the patient in a non-coercive manner including;
 - The purpose and expected benefit of the treatment options
 - The nature of the treatment
 - The likelihood of success including what the best case and worst case scenario of undergoing treatment and the effect on the patients quality of life
 - The clinicians involved in their treatment
 - Potential follow up treatment
- Have you explained the option of no treatment, or of palliative treatment?

Communication with colleagues

- Have you documented the outcome of your discussion contemporaneously in the patient's casenotes?
- Have you ensured that, with the patient's consent, the GP is accurately informed about discussions had, the decisions made and why?
- If advance planning documentation has been made, including statements, ADRT and LPA, has the GP been made aware and a copy sent to them (with the patient's consent)?

Treatment at the end of life

- Are you delivering patient focussed care?
- Where appropriate, have you sought input from palliative care specialists into the patient's treatment?
- Is the patient's treatment in accordance with any available ACP, advance statement or ADRT?

Patients who lack capacity

Ascertaining who should make decisions

- Have you undertaken all reasonable steps to maximise the patient's capacity to make decisions?
- Has the patient appointed a lasting power of attorney registered with the Office of the Public Guardian?
- Is there a valid advance decision to refuse treatment?
- Where the patient has no independent friends or family to act as their advocate, has an independent medical capacity advocate been appointed?

Guiding best interests

- Have you examined any advance care plan, advance statement or ADRT to ascertain the patient's wishes, preferences and beliefs?
- Have you discussed the patient's care with supporters, including ascertaining what they believe are the patient's wishes, preferences and beliefs?
- Have you discussed the patient's care with other healthcare professionals that know the patient, including ascertaining what they believe are the patient's wishes, preferences and beliefs?

Making decisions in the patient's best interests

- Have you discussed the benefits and burdens of different treatment options, including doing nothing or palliative care with members of the MDT or other relevant clinicians?
- Have you weighed the benefits and burdens of the different options in line with what you believe are in the best interests of the patient?

Communicating

- Have you taken reasonable steps to inform the patient of treatment where applicable?
- Where you believe it is in the best interests of the patient, have you informed the patient's supporters of the diagnosis, prognosis and treatment plan?
- Have you handed over to the GP or other medical teams the decisions that have been made, as well as the content of relevant advance care plans, advance statements, ADRTs or whether there is a LPA?

Treatment at the end of life

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