Documenting Advance Care Planning and Goals of Care Designations (ACPGCD)

In Alberta you need 2 forms for ACPGCD documentation. Full size versions of each form follows.

Find these form at www/conversationsmatter.ca

1) GCD Order Form:
This form is used by a physician/NP to write a Goals of Care Designation (GCD) order.

2) ACPGCD Tracking Record
This form is used by any healthcare provider to document key elements of Advance Care Planning or Goals of Care discussions. The Tracking record has prompting questions on it to highlight the type of information it should include.
Goals of Care Designation (GCD) Order

Date (yyyy-Mon-dd)  Time (hh:mm)

Goals of Care Designation Order
To order a Goals of Care Designation for this patient, check the appropriate Goals of Care Designation below and write your initials on the line below it. (See reverse side for detailed definitions)

<table>
<thead>
<tr>
<th>Check</th>
<th>R1</th>
<th>R2</th>
<th>R3</th>
<th>M1</th>
<th>M2</th>
<th>C1</th>
<th>C2</th>
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<td>Initials</td>
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Check ✓ here □ if this GCD Order is an interim Order awaiting the outcome of a Dispute Resolution Process. Document further details on the ACP/GCD Tracking Record.

Specify here if there are specific clarifications to this GCD Order. Document these clarifications on the ACP/GCD Tracking Record as well.

Patient’s location of care where this GCD Order was ordered (Home; or clinic or facility name)

Indicate which of the following apply regarding involvement of the Patient or alternate decision-maker (ADM)

- □ This GCD has been ordered after relevant conversation with the patient.
- □ This GCD has been ordered after relevant conversation with the alternate decision-maker (ADM), or others. (Names of formally appointed or informal ADM’s should be noted on the ACP/GCD Tracking Record)
- □ This is an interim GCD Order prior to conversation with patient or ADM.

History/Current Status of GCD Order
Indicate one of the following

- □ This is the first GCD Order I am aware of for this patient.
- □ This GCD Order is a revision from the most recent prior GCD (See ACP/GCD Tracking Record for details of previous GCD Order).
- □ This GCD Order is unchanged from the most recent prior GCD.

Name of Physician/Designated Most Responsible Health Practitioner who has ordered this GCD

Signature

Discipline

Date (yyyy-Mon-dd)
Advance Care Planning/Goals of Care Designation Tracking Record

- Purpose: to document the content of Advance Care Planning (ACP)/Goals of Care Designation (GCD) conversations and/or decisions.

  Benefits:
  - Assists healthcare providers in being aware of previous conversations and to understand the reasons underlying the current GCD order.
  - Gives clues about where to pick up the conversation if decisions need to be reviewed or confirmed.

- The ACP GCD Tracking Record is a continuous record that goes in the Green Sleeve. Documenting on both Tracking Record and progress note may be necessary to ensure transfer of critical information.

- The original form is kept in the patient’s Green Sleeve. When the patient moves to a new care setting, including home, a copy remains with the sending facility.

<table>
<thead>
<tr>
<th>Date (yyyy-Mon-dd)</th>
<th>Site/Attendees</th>
<th>Conversation Summary Notes</th>
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**Required Documentation**

- Any member of the healthcare team can record conversations on this form.
- Include who was involved in today’s discussions (i.e. patient, family, healthcare provider include name and relationship/discipline)
- Summarize conversation and/or key decisions from today’s discussion
- It helps to document responses to the following speaking prompts:
  - Have you completed a Personal Directive?
  - Have you selected an alternative decision maker? If so do they know your wishes?
  - What is your understanding now of where you are with your illness?
  - If your health situation worsens what are your important goals?
  - Do you know if you have a Green Sleeve?
  - Do you know if you have a Goals of Care Designation (GCD) order?