

# Speak Up

Start the conversation  
about end-of-life care



## Advance Care Planning Quick Guide

It's about conversations.  
It's about decisions.  
It's how we care for each other.

[www.advancecareplanning.ca](http://www.advancecareplanning.ca) 

# About Advance Care Planning



If you had a medical emergency, and couldn't speak for yourself, who would speak for you and make decisions about your care? Would they know what to do?

Advance care planning helps you describe your wishes at the end of life, if you cannot speak for yourself. Your plan may include information about your values, goals and preferences for procedures that you do or don't want to have, as well as other information about your care at the end of life.

The most important aspects of advance care planning are naming one or more Substitute Decision Makers – someone who will speak on your behalf and make decisions for you when you are not able to do so yourself – and having a conversation with them about your wishes.

Your plan can be changed at any time. Your Substitute Decision Maker will only use it if you are not capable of speaking for yourself

You may never need your plan – but if you do, you'll be glad to know that your voice will be heard, and that your loved ones will have the confidence to speak for you.

**Note:** This is a short form version of our Advance Care Planning workbook. For a more detailed version, visit [www.advancecareplanning.ca](http://www.advancecareplanning.ca)

# Let's get started

## 1. Think about what's right for you

What are my values, beliefs and understanding about end of life care and specific medical procedures? What's important to me?

## 2. Learn about medical procedures

There are many medical procedures that can be offered at the end of life. Some may improve your quality of life, others may only prolong life. Different people have different thoughts about these procedures. Learn about various medical procedures.

## 3. Choose your Substitute Decision Maker

Choose someone who would honour and follow your wishes, and is able to speak for you if you can't speak for yourself

## 4. Talk about your wishes

Talk with your Substitute Decision Maker, family members and friends who are important to you. Tell your health care team – and if you have a written plan, share it with them.

## 5. Record your wishes

It's a good idea to write down your wishes or making a recording or video. There are also forms available in most provinces and territories. Find provincial / territorial resources.

## 6. Review your plan

It's important to review your plan regularly to make sure it reflects your wishes, especially if something in your life changes. Continue the conversation!

# My Advance Care Plan

After you've filled out this plan, give it to your Substitute Decision Maker, family members, your doctor and any other health or legal professionals.

Most importantly – have conversations with your Substitute Decision Maker about your plan. They may have questions about your wishes.

First name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Last name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Mobile number: \_\_\_\_\_

e-mail address: \_\_\_\_\_

I have discussed my plan with the following people and/or they have copies.  
(list all people who have copies, their relationship to you and their contact information)

Name	Relationship to me	Contact Information
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## My Advance Care Plan *(continued)*

My Substitute Decision Maker is:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile number: \_\_\_\_\_

e-mail: \_\_\_\_\_

The three main things I want people to know if I'm unable to speak for myself:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

*Add more details on a separate page as needed.*

*Need to say more? Consider downloading our full Advance Care Plan at: [www.advancecareplanning.ca](http://www.advancecareplanning.ca)*

*\*note: some provinces and territories require you to complete certain legal forms to identify your Substitute Decision Maker – you should discuss any requirements with your lawyer. Find out more by visiting our **Advance Care Planning Resource Commons** at <http://www.chpca.net/resource-commons/advance-care-planning-resource-commons.aspx>*

## My other planning documents:

In addition to this Advance Care Plan, I have also completed the following documents: (check all that apply, and note the location of each document)

\_\_\_\_ Power of Attorney      Location: \_\_\_\_\_

\_\_\_\_ Financial Information      Location: \_\_\_\_\_

\_\_\_\_ Insurance      Location: \_\_\_\_\_

\_\_\_\_ Will      Location: \_\_\_\_\_

\_\_\_\_ Other (e.g. organ donation, specific bequests, etc.)

Name of document: \_\_\_\_\_

Location: \_\_\_\_\_

### **Congratulations on making a plan!**

Now, make sure you share your plan – with your Substitute Decision Maker, family members, friends and your health care team. Talking now will help reduce anxiety and give them the confidence to better understand and communicate your wishes for you.

The decisions that you make at the end of life – for yourself and others – are important. Make sure that your voice is heard.

### **NOTES**

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For more information about advance care planning, please visit:  
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