**Appendix 1:** SPICTTM Tool (downloadable version of SPICTTM tool available at www.spict.org.uk)

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**Appendix 2:** MAU admissions ACP checklist. This tab was clipped to the final page of every MAU admission booklet (over ‘Management Plan’ section to ensure it was seen) from February to March 2015.

**Anticipatory Care Planning Admission Check List: Please complete at Clerk in**

1) **Does the patient have a KIS? (Check ECS medications summary) Yes [   ]** **No [ ]**

2) **Have you read & printed the full KIS pdf** **(Via 'Patient Preferences' Tab on TRAK**)**? Yes [   ] N/A [ ]**

3) **Does patient fulfil SPICT criteria?**

**Yes [   ]** **No [ ]**

**If patient fulfils SPICT criteria, patient is at risk of deteriorating and dying**

**and may benefit from Anticipatory Care Planning**

ACP Discussions involve: ONGOING exploration, & documentation of patient and family **understanding of disease/ reversibility;** general and specific **goals of care.** Agree **appropriate** **levels of intervention** (ICU/ NIV/ IV Antibiotics/ IV Fluids etc/ Ward level care/ Best supportive care). Review **CPR status; document discussions** **& decisions** (including any reasons for none/ limited discussion).

If in last days of life follow ‘**Last days of Life’** guideline. **Plan discharge**; see **‘Out-of-hours handover’** palliative care guideline: www.palliativecareguidelines.scot.nhs.uk

If **complex** care or care planning needs **– refer to specialist palliative care**

**Handover any ACP discussions to GP via IDL under: ‘Suggestions for KIS’.**

**Appendix 3**: **Ward posters** placed in doctors rooms following education interventions

**ACCESSING THE KEY INFORMATION**

**SUMMARY (KIS) ON TRAK:**

1. **Check the bottom of ECS medications.**

**If there is *NO KIS* this will show:**

**‘No KIS data recorded’**

1. **If there is KIS data, this will be displayed at the bottom of the ECS medications summary, *but* *only certain fields* including:**

**(‘DNACPR form in place?’, PMH, ‘Special Note’ & ‘Anticipatory Care Plan’)**

1. **\*HOWEVER THIS IS NOT THE full KIS\*\***

**Access and print the full version via the ‘Patient Preferences’ Tab:**

