

Decision Making Worksheet

Identify the issue - brainstorm to generate ideas for a solution. Be flexible in your approach to the problem. Look at the situation from a variety of perspectives to gain a comprehensive understanding.

Prioritize the issues – which one will you focus on first?

What information do you need to make a decision and where will you get it?
Research the situation.

Who is involved? Care recipient, Various family members, You? Others?

Who will need to be involved in implementing the solution?

How will the decision affect each of them? What has been tried before?

What other factors may come in to play – what processes or systems are affected?

Can you see the “big picture” – how will this affect other parts of the plan?

Who owns the problem – is it something you can change or impact?

What are the constraints and limitations that may impact the solution and it's success?

Key Points

Involve people with different viewpoints.

The care recipient, even with cognitive impairment can still provide information and can participate in meaningful ways in care planning and some decision-making.

Improving communication and bringing in other members of the care group will improve decision- making and alleviate stress for all concerned.

By Maureen Grant

Care Planning Decisions

Future care planning decisions that may or may not have been made: it's time to start talking about these things now. Good Communication is essential.

Financial/Legal

- Do you know where the bank accounts are?
- Who can access the funds to pay bills?
- Credit cards – which ones?
- Income sources - Pension account numbers? Trusts? Investments?
- Real estate holdings?
- Important papers? PIN numbers?
- Who has Power of Attorney?
- Is there a will? Does it need to be updated?
- Who is the Executor – is there a backup?
- What about funeral arrangements?
- Cremation or burial? Where were they born? Parent's Names?
- Do you know where to locate all of these documents? Account #'s etc.

Medical

- Is there a Health Care Representative in place?
- Who is the Temporary Substitute Decision Maker if this has not been done?
- Have you discussed what care they would like if they are unable to make the decisions themselves?
- Is there an Advanced Care Plan in place?
(<http://www.health.gov.bc.ca/library/publications/year/2013/MyVoice-AdvanceCarePlanningGuide.pdf>)
- Is the doctor aware of the client's wishes?
- Do you need a "Do Not Resuscitate" (DNR)?

Care Needs

- What type of care is needed? (This is an ongoing discussion)
- Have you connected with Public Services? (Home and Community Care)
- What private services would be of benefit?
- Are there private funds to provide for extras?
- Who will be the primary contact for the health authority?
- Are you “on file” with Revenue Canada, Veterans Affairs Canada, Home and Community Care as a contact?
- Can family members share some of the responsibilities?
- How will you handle “conflicting ideas” amongst family members?
- What does the client want in terms of their care?
- Is this realistic? How will you resolve this?

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