

What is advance care planning?

If you knew someone who became very unwell and was not able to communicate their wishes to others, would you know what they wanted? Could you speak on their behalf?

Advanced illness or serious injury can sometimes mean that people cannot make their own choices about healthcare. This can happen to people of all ages, and especially towards end of life.

Writing an Advance Care Plan lets a person say what they would want, if they ever became unable to communicate for themselves.

Benefits for you and the people you care for

Advance care planning:

- helps to ensure that someone's preferences, beliefs and values about healthcare are known and can be respected if they are too unwell to speak for themselves
- benefits others who are close to them. Research has shown that families of people who have done advance care planning have less anxiety and stress when asked to be involved in important healthcare decisions.

MAKING HEALTHCARE DECISIONS FOR OTHERS CAN BE DIFFICULT. AN ADVANCE CARE PLAN CAN GIVE PEACE OF MIND AND COMFORT AS PREFERENCES ARE CLEAR, UNDERSTOOD AND RESPECTED.

What does a substitute decision-maker do?

When a person prepares their Advance Care Plan, they may invite someone to be their substitute decision-maker. If the person loses the ability to make their own healthcare decisions, the substitute decision-maker can then make decisions on their behalf. The Advance Care Plan will provide direction and guidance.

Some state/territory laws may allow for more than one substitute decision-maker to be appointed.

什麼是預先護理計畫？

如果您知道有人身體變得很差而且無法將自己的意願傳達給別人，您會知道他們想要什麼嗎？您能代表他們說話嗎？

晚期疾病或嚴重受傷有時意味著人們無法自行作出醫療保健選擇。這可能會發生在所有年齡的人身上，尤其是生命即將結束的人身上。

如果以後某人無法親口表達，寫下一份預先護理計畫會讓其能夠說明自己想要什麼。

對您和您所關心的人的好處

預先護理計畫：

- 如果某人身體太差以致於無法親口表達，該計畫會有助於確保其對醫療保健的偏好、期望和價值觀為人所知並獲得尊重
- 對與其親近的人有好處。有研究表明，在被要求參與作出重要醫療保健決定時，已制定預先護理計畫的病人的親屬所承受的焦慮和壓力更少。

替他人做醫療保健決定是一件很困難的事情。由於病人的偏好很明確，並且獲得了理解和尊重，預先護理計畫可讓人心情平靜、舒適。

替代決策者需要做什麼？

在病人準備其預先護理計畫時，他們可能會邀請某人成為他們的替代決策者。如果該病人失去了自行作出醫療保健決定的能力，那麼替代決策者可以代表他們做出決定。該預先護理計畫會提供方向和指導。

某些州/領地的法律可能允許委任一個以上的替代決策者。

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BE OPEN | BE READY | BE HEARD

How can a substitute decision-maker help with advance care planning?

It is important to encourage the following when the person is making their Advance Care Plan.

Be open

- If someone asks you to be their substitute decision-maker, think about what it might mean for you before you agree.

You will need to be:

- available (ideally live in the same city or region)
- over the age of 18
- prepared to advocate clearly and confidently on their behalf when talking to doctors, other health professionals and family members.
- Encourage them to think about their beliefs, values and preferences for healthcare.
- Encourage them to talk through their preferences with their healthcare team, partner, family members and close friends.

Be ready

- Talk with them about their values, beliefs, and life goals. Make sure you understand and respect their approach to and preferences for healthcare and end-of-life care.
- If they have beliefs that you are opposed to, be honest with them. Remember that you may be called upon to advocate for them. If your beliefs are too different, it may be better for them to choose someone else.
- Talk about any potential issues that may arise with family members or partners who have very different views. How will you cope with any disagreement that could arise? Have they been made aware of the person's wishes? Do they know you are the substitute decision-maker?
- If you agree to be a substitute decision-maker, discuss whether they want you to be legally appointed. More information is available from www.advancecareplanning.org.au

替代決策者如何在預先護理計畫上提供幫助？

在病人制定其預先護理計畫時，務必作出如下鼓勵。

持開放心態

- 如果有人要求您成為他們的替代決策者，在您同意前想一想這可能對您意味著什麼。

您將需要：

- 有空（最好住在同一個城市或地區）
- 年滿 18 歲以上
- 準備好在與醫生、其他健康專業人員和家庭成員交談時清楚、自信地代表病人說話。
- 鼓勵他們思考與醫療保健相關的期望、價值觀和偏好。
- 鼓勵他們向他們的醫療團隊、合作夥伴、家庭成員和親密的朋友訴說自己的偏好。

做好準備

- 與他們談論他們的價值觀、期望和人生目標。確保您理解並尊重他們所選擇的醫療保健與臨終關懷的方式以及所持的偏好。
- 如果您反對他們的某些想法，對他們說實話。請記住，您可能會被要求為他們代言。如果你們的想法差異很大，他們最好另覓他人。
- 與持有非常不同的看法的家庭成員談論任何潛在的問題。您會如何應付可能出現的任何分歧呢？他們是否知道病人的願望？他們知道您是替代決策者嗎？
- 如果您同意成為替代決策者，請討論他們是否希望您被依法指定。可在 www.advancecareplanning.org.au 網站上獲取更多資訊。

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Be heard

- Encourage the person to write an Advance Care Plan/Directive. For information relevant to state/territory law see advancecareplanning.org.au. The GP or healthcare team will be able to assist them.
- A written Advance Care Plan/Directive will make things easier for you, as substitute decision-maker, if the need ever arises.
- Ask for a copy of the Advance Care Plan/Directive and keep it safe. Familiarise yourself with the person's wishes and ask them to explain anything that isn't clear.
- Encourage them to review their Advance Care Plan every year or if there is a change in their health or personal situation.
- Help them to load their Advance Care Plan/Directive onto their 'My Health Record' myhealthrecord.gov.au

The law and advance care planning

Different states and territories in Australia have different laws regarding advance care planning. There are also common law decisions in advance care planning in some states/territories.

See advancecareplanning.org.au for information.

Depending on the state/territory:

- a **substitute decision-maker** may be legally appointed as an 'agent', 'guardian', 'enduring guardian' or 'enduring power of attorney'
- an **Advance Care Plan** may also be called an 'advance care directive' or an 'advance health directive' and may include a 'refusal of treatment certificate'.

讓別人知道您的想法

- 鼓勵病人寫下一份預先護理計畫 / 指令。有關州 / 領地法律的資訊請參見 advancecareplanning.org.au。全科醫生或醫療保健團隊能夠幫助他們。
- 書面的預先護理計畫 / 指令讓身為替代決策者的您在必要時能夠更為輕鬆地做出決定。
- 請索要一份預先護理計畫 / 指令的副本，並將其存放在安全的地方。熟悉病人的願望，如果有任何不明確的地方，要求他們解釋。
- 鼓勵他們每年或在其健康或個人情況發生變化時審查其預先護理計畫。
- 幫助他們將他們的預先護理計畫 / 指令存入各自的 "My Health Record" (我的健康檔案) myhealthrecord.gov.au

法律和預先護理計畫

澳大利亞不同的州和領地在預先護理計畫方面有不同的法律。澳大利亞某些州 / 領地還有預先護理計畫方面的普通法決議。

有關資訊請見 advancecareplanning.org.au。

根據所在州 / 領地的情況：

- **替代決策者**可被依法任命為 "代理"、"監護人"、"持久監護人"或被授予"持久授權書"
- **預先護理計畫**也可被稱為 "預先護理指示" 或 "預先健康指示"，並且可能包括"拒絕治療證書"。

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Do you have questions about advance care planning and would prefer to speak in a language other than English?

You can receive help from an interpreter for the cost of a local call (except from mobiles) by simply following these steps:

1. Call 13 14 50, Monday to Friday 9.00-5.00pm.
2. Say the language you need.
3. Wait on the line for an interpreter (may take up to 3 minutes).
4. Ask the interpreter to contact Advance Care Planning Australia on 1300 208 582.
5. Talk with our staff or volunteer with the help of an interpreter.

Where can I get more information?

Advance Care Planning Australia:

www.advancecareplanning.org.au

National Advisory Helpline: 1300 208 582

您是否有關於預先護理計畫的問題並且更喜歡用英語以外的語言說話？

您只需按照以下步驟，花費本地電話費用（用手機撥打電話除外）即可從口譯員處獲得幫助：

1. 週一至週五上午 9 時至下午 5 時，請撥打 13 14 50。
2. 說出您所需的語種。
3. 線上等待接通口譯員（可能需要 3 分鐘時間）。
4. 請口譯員致電 1300 208 582 聯繫 Advance Care Planning Australia。
5. 在口譯員的幫助下與我們的工作人員或義工傾談。

我可以從哪里獲得更多資訊？

Advance Care Planning Australia:

www.advancecareplanning.org.au

**National Advisory Helpline
(全國諮詢熱線) :1300 208 582**

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This publication only provides a general summary of the subject matter covered. People should seek professional advice about their specific circumstances. ACPA is not liable for any errors or omission in this publication.

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