

## 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.

## 什么是预先护理计划？

**如果您知道有人身体变得很差而且无法将自己的意愿传达给别人，您会知道他们想要什么吗？您能代表他们说话吗？**

晚期疾病或严重受伤有时意味着人们无法自行作出医疗保健选择。这可能会发生在所有年龄的人身上，尤其是生命即将结束的人身上。

如果以后某人无法亲口表达，写下一份预先护理计划会让其能够说明自己想要什么。

## 对您和您所关心的人的好处

预先护理计划：

- 如果某人身体太差以致于无法亲口表达，该计划会有助于确保其对医疗保健的偏好、期望和价值观为人所知并获得尊重
- 对与其亲近的人有好处。有研究表明，在被要求参与作出重要医疗保健决定时，已制定预先护理计划的病人的亲属所承受的焦虑和压力更少。

替他人做医疗保健决定是一件很困难的事情。由于病人的偏好很明确，并且获得了理解和尊重，预先护理计划可让人心情平静、舒适。

## 替代决策者需要做什么？

在病人准备其预先护理计划时，他们可能会邀请某人成为他们的替代决策者。如果该病人失去了自行作出医疗保健决定的能力，那么替代决策者可以代表他们做出决定。该预先护理计划会提供方向和指导。

某些州/领地的法律可能允许委任一个以上的替代决策者。

# Advance Care Planning Australia

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](http://www.advancecareplanning.org.au)

## 替代决策者如何在预先护理计划上提供帮助？

在病人制定其预先护理计划时，务必作出如下鼓励。

### 持开放心态

- 如果有人要求您成为他们的替代决策者，在您同意前想一想这可能对您意味着什么。

您将需要：

- 有空（最好住在同一个城市或地区）
- 年满 18 岁以上
- 准备好在与医生、其他健康专业人员和家庭成员交谈时清楚、自信地代表病人说话。
- 鼓励他们思考与医疗保健相关的期望、价值观和偏好
- 鼓励他们向他们的医疗团队、合作伙伴、家庭成员和亲密的朋友诉说自己的偏好。

### 做好准备

- 与他们谈论他们的价值观、期望和人生目标。确保您理解并尊重他们所选择的医疗保健与临终关怀的方式以及所持的偏好。
- 如果您反对他们的某些想法，对他们说实话。请记住，您可能被要求为他们代言。如果你们的想法差异很大，他们最好另觅他人。
- 与持有非常不同的看法的家庭成员谈论任何潜在的问题。您会如何应付可能出现的任何分歧呢？他们是否知道病人的愿望？他们知道您是替代决策者吗？
- 如果您同意成为替代决策者，请讨论他们是否希望您被依法任命。可在 [www.advancecareplanning.org.au](http://www.advancecareplanning.org.au) 网站上获取进一步信息。

# Advance Care Planning Australia

BE OPEN | BE READY | BE HEARD

## Be heard

- Encourage the person to write an Advance Care Plan/Directive. For information relevant to state/territory law see [advancecareplanning.org.au](http://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](http://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](http://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'.

## 让别人知道您的想法

- 鼓励病人写下一份预先护理计划 / 指令。有关州 / 领地法律的信息请参见 [advancecareplanning.org.au](http://advancecareplanning.org.au)。全科医生或医疗保健团队能够帮助他们。
- 书面的预先护理计划 / 指令让身为替代决策者的您在必要时能够更为轻松地做出决定。
- 请索要一份预先护理计划 / 指令的副本，并将其存放在安全的地方。熟悉病人的愿望，如果有任何不明确的地方，要求他们解释。
- 鼓励他们每年或在其健康或个人情况发生变化时审查其预先护理计划。
- 帮助他们将他们的预先护理计划 / 指令存入各自的 "My Health Record" ( 我的健康记录 ) [myhealthrecord.gov.au](http://myhealthrecord.gov.au)

## 法律和预先护理计划

澳大利亚不同的州和地区在预先护理计划方面有不同的法律。澳大利亚某些州 / 地区还有预先护理计划方面的普通法决议。

有关信息请见 [advancecareplanning.org.au](http://advancecareplanning.org.au)。

根据所在州 / 领地的情况：

- **替代决策者**可被依法任命为“代理”、“监护人”、“持久监护人”或被授予“持久授权书”
- **预先护理计划**也可被称为“预先护理指示”或“预先健康指示”，并且可能包括“拒绝治疗证书”。

# Advance Care Planning Australia

BE OPEN | BE READY | BE HEARD

## 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](http://www.advancecareplanning.org.au)

**National Advisory Helpline: 1300 208 582**

## 您是否有关于预先护理计划的问题并且更喜欢用英语以外的语言说话？

您只需按照以下步骤，花费本地电话费用（用手机拨打电话除外）即可从口译员处获得帮助：

1. 周一至周五上午 9 时至下午 5 时，请拨打 13 14 50。
2. 说出您所需的语种。
3. 在线等待接通口译员（可能需要 3 分钟时间）。
4. 请口译员致电 1300 208 582 联系 Advance Care Planning Australia。
5. 在口译员的帮助下与我们的工作人员或志愿者交谈。

## 我可以从哪里获得更多信息？

Advance Care Planning Australia:  
[www.advancecareplanning.org.au](http://www.advancecareplanning.org.au)

**National Advisory Helpline  
(全国咨询热线) : 1300 208 582**

VERSION 3: APR 2017

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.

第 3 版：2017 年 4 月

本出版物仅对所涉主题进行了总体概述。人们应该就其具体情况寻求专业意见。ACPA 不对本出版物中的任何错误或遗漏承担法律责任。