



Irish  
Hospice  
Foundation

To die and grieve well wherever the place

# Think Ahead Planning Pack

A place to record your preferences and choices for  
your future care through illness, end of life and after death

Think

about what you want

Talk

to someone about your wishes

Tell

them where this form is





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Think Ahead

# My Personal Wishes & Care Plan

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# Helpful Organisations

**Below are useful organisations that can assist you further:**

**Acquired Brain Injury Advocacy Society:** [www.abiireland.ie](http://www.abiireland.ie) • (01) 280 4164

**Citizens Information Board:** [www.citizensinformation.ie](http://www.citizensinformation.ie) • (0818) 07 4000

**Decision Support Service:** [www.decisionsupportservice.ie](http://www.decisionsupportservice.ie) • (01) 211 9750

**Disability Federation of Ireland:** [www.disability-federation.ie](http://www.disability-federation.ie) • (01) 454 7978

**Inclusion Ireland:** [www.inclusionireland.ie](http://www.inclusionireland.ie) • (01) 855 9891

**Irish Hospice Foundation:** [www.hospicefoundation.ie](http://www.hospicefoundation.ie) • (01) 679 3188

**National Advocacy Service:** [www.advocacy.ie](http://www.advocacy.ie) • (0818) 073 000

**National Disability Authority:** [www.nda.ie](http://www.nda.ie) • (01) 608 0400

**Peer Advocacy in Mental Health:** [www.peeradvocacyinmentalhealth.com](http://www.peeradvocacyinmentalhealth.com) • (01) 547 0510

**Safeguarding Ireland:** [www.safeguardingireland.org](http://www.safeguardingireland.org)

If you are concerned about the abuse of an adult, contact your local HSE safeguarding team: [www.HSE.ie/safeguarding](http://www.HSE.ie/safeguarding). For an immediate risk of harm contact the Gardaí at 999 or 112

**Sage Advocacy:** [www.sageadvocacy.ie](http://www.sageadvocacy.ie) • (01) 536 7330

Your local hospice and palliative care options can be found at

**Irish Association for Palliative Care:** [www.iapc.ie/directory](http://www.iapc.ie/directory) • (01) 873 4735

**Coroner Service:** [www.coroners.ie](http://www.coroners.ie)

**Funerary Services:** [www.rip.ie/services.php](http://www.rip.ie/services.php) • (041) 684 9801

You can become an organ donor with the **Irish Kidney Association:**

[www.ika.ie](http://www.ika.ie) • (01) 620 5306

## Older Peoples Organisations

**Active Retirement Ireland:** [www.activeirl.ie](http://www.activeirl.ie) • (01) 873 3836

**Age Action Ireland:** [www.ageaction.ie](http://www.ageaction.ie) • (01) 475 6989

**Age & Opportunity:** [www.ageandopportunity.ie](http://www.ageandopportunity.ie) • (01) 805 7709

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**The Alzheimer Society of Ireland:** [www.alzheimer.ie](http://www.alzheimer.ie) • (1800) 341 341

**The Irish Senior Citizens Parliament:** [www.seniors.ie](http://www.seniors.ie) • (085) 260 4955

**Third Age:** [www.thirdageireland.ie](http://www.thirdageireland.ie) • (046) 955 7766

For help or information, visit our Think Ahead Hub, [www.thinkahead.ie](http://www.thinkahead.ie), email us at [thinkahead@hospicefoundation.ie](mailto:thinkahead@hospicefoundation.ie), or call us at **(01) 679 3188**.

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# About My Personal Wishes & Care Plan

A place to record your preferences for your future care during illness, at end of life, and after your death.

This section is not legally binding.

There may come a time when you have to rely on someone else to care for you and act on your behalf. This can happen at any stage in life because of illness, accident, or mental distress.

Before this happens, it is beneficial to record your wishes and values about your care for those who need to know. This document will help you think about the care you want and don't want, under many circumstances. This is your opportunity to clearly record your wishes.

Talk it through with someone you trust, like a friend, partner or relative. Ensure that those close to you, your GP/Specialist and healthcare team know about your Personal Wishes and Care Plan. When people close to you know what you want, that means there will be fewer surprises or hard decisions for them to make later.

Your Personal Wishes and Care Plan attends to the matters of your wellbeing, including your comfort, cultural and spiritual matters, as well important information about your legal and financial matters. To legally record your healthcare treatment requests and refusals, and to appoint someone to speak on your behalf, please refer to My Advance Healthcare Directive.

Your preferences may change over time, particularly after major life events or illness. If so, consider updating this document. Maybe do it once a year - put a reminder in your phone or calendar to review it on a date that is important to you.

Store this copy of your Personal Wishes and Care Plan securely, like you would a Will. Let those who are important to you know where they can find it or give them a copy if you prefer.

For additional information on how to complete your Personal Wishes and Care Plan or any part of your Think Ahead Planning Pack visit our Think Ahead Hub on [www.thinkahead.ie](http://www.thinkahead.ie), call us at (01) 679 3188, or ask a friend or family member to help you go through it.



# Start With a Conversation That Matters

Conversations about illness, dying, and death should happen in every home in Ireland. Especially when death and illness feel closer to us, we

may think about it more often. Otherwise, we hope it won't happen to us, or those we love. Yet, the experiences of illness, dying and death are natural parts of life. It is in everybody's interest to make decisions now for the future.



Share your wishes now while there is still time to talk about them together before there is a crisis or problem. Seize this opportunity to share your thoughts, feelings and preferences in order make plans and decisions together.

Talking together can help to acknowledge that dying and death are part of life. Talking about death doesn't bring death closer, but talking about it can help us plan for how we want to live at every stage in our lives. Choose the right time and place to talk, especially if you, a family member, or a friend are ill or have experienced bereavement.

For guidance on how to start these conversations, see our resources by going to [www.thinkahead.ie](http://www.thinkahead.ie) and searching: **start to talk**.

Remember, if the conversation becomes emotional, we can support each other best when we share what we are thinking and feeling.

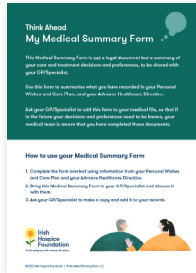
We can't always promise one another that everything will be fine. Through listening and sharing what's happening, we can learn how to best offer one another care and support. Sharing concerns, worries, and fears can help us find ways to make these feelings more manageable.

Talking about things we find difficult doesn't make them happen, nor will it make them go away. But we can find ways of coping together.

For more supports visit [www.thinkahead.ie](http://www.thinkahead.ie).

# My Personal & Health Information

This section provides key information about you and your health history.



Included in the Think Ahead Planning Pack is a Medical Summary Form. It can be used to summarise your Personal Wishes and Care Plan as well as your Advance Healthcare Directive. Bring your Medical Summary Form with you on your next visit to your GP/ Specialist. They can make a copy and add it to your records.

<b>First Name</b>	<b>Surname</b>
<b>Other Name/Nickname</b>	<b>I prefer to be called by my</b>  First Name  Surname  Other Name/Nickname
<b>Gender</b>	<b>Date of Birth</b>
<b>Address</b>	<b>Contact Number</b>
<b>Eircode</b>	<b>PPS Number</b>

## In Case of Emergency Contacts

Name the person(s) who your healthcare team should inform in case of emergency. Name more than one if possible, in case someone is unable to be contacted.

Name	Contact Number	Relationship to You



## Health Insurance

<b>Private Health Insurance Name</b>	<b>Policy Number</b>
<b>If you have a medical card, what is the General Medical Services (GMS) number?</b>	

## Health History

<b>GP/Specialist</b>	<b>Contact Number</b>
<b>Dentist</b>	<b>Contact Number</b>
<b>Pharmacist</b>	<b>Contact Number</b>
<b>Therapist/Counsellor</b>	<b>Contact Number</b>
<b>Blood Group</b>	
<b>List any allergies or medications that do not agree with you</b>	

## Medical Conditions

List any physical and mental conditions or diagnosis, including the year diagnosed (if known) and any medication you take.

Diagnosis	Medication	Year Diagnosed



# My Place of Care

This section provides information about where you wish to be cared for during illness or at end of life. This section is not legally binding but records your important preferences.



If you feel you need more support, see **Helpful Organisations** on the inside cover of this document, or talk to your healthcare team who may connect you with someone who can help.

For a legally binding healthcare and treatment plan, refer to the document My Advance Healthcare Directive included in this Think Ahead Planning Pack.

**I prefer to be cared for in the following place:** \_\_\_\_\_

Number them where 1 is most preferable, and identify by name where possible.

Home	Hospital	Hospice	Nursing Home	Family/Friend Home

If my health worsens, I prefer	Tick One
To be moved to hospital, if that is likely to lengthen my life in a comfortable and effective manner.	
To be cared for medically as much as possible at my preferred place, as stated above.	

Please give more details about your preferred place of care, as much information as you would like others to take into consideration.



# My Personal Wishes

This section provides information about how you like to be cared for.

## **Keeping comfortable**

Example: My feet get cold, please leave my socks on. I like to have my hair brushed.

## **My spiritual wishes**

Example: I want religious items around me. I'd like my religious leader to lead prayer around me.

## **The people I like to spend time with**

Example: My brother, my niece, my friend (with names).

**What I would like around me**

Example: Photos of my family or pets, my favourite flowers.

**What I enjoy doing**

Example: Watching sports, reading the newspaper, listening to music.

**Things I don't want**

Example: Broccoli, getting up early, the noise of the television, visitors.

# My Legal Arrangements

This section provides information on your legal paperwork.

If you're not sure about legal arrangements, talk with a solicitor or refer to **Helpful Organisations** on the inside cover of this document.

## Enduring Power of Attorney

An Enduring Power of Attorney is an arrangement for how your affairs will be managed while you are living but may need additional supports.

In an Enduring Power of Attorney you can appoint persons to make decisions as directed by you. In an Enduring Power of Attorney, you give the appointed attorney the authority to make decisions about your finances, property, and personal care, as set out in your Enduring Power of Attorney document. An attorney is your agent and only has power to make decisions as directed in your Enduring Power of Attorney document.

If this is something you are considering or if you would like to find out more, it's important you do so sooner rather than later as an Enduring Power of Attorney needs to be prepared when you have capacity to do so. You will need a solicitor to guide you through this process. You may qualify for legal aid if you cannot afford to pay legal fees.

Have you made an Enduring Power of Attorney?	Yes	No
Where is it stored?		
Solicitor's Name	Contact Number	



## Dependent Children Under 18

If you have dependent children under the age of 18, and have appointed guardians for them, who are the guardians?

Name	Contact Number

## Adult Children Dependents

If you have adult dependents that will need financial support and you have made financial arrangements for them, who should be contacted?

Name	Contact Number

## Pets

If you have any pets that you have made arrangements for, who should be contacted?

Pet Name	Contact Name	Contact Number

## Other Legal Arrangements

If you have made any other legal arrangements, please detail them here.

[illegible]



## Making a Will

A Will is a legal document, signed in the presence of two witnesses that states what should happen to your estate (your assets) after you have died. It allows you to name persons (your executors) who will carry out your wishes after death.

Whatever age you are, writing a Will is the only legally-binding way to make sure your wishes about your assets are fulfilled after your death. Many of us die without making a Will and believe our wishes will be honoured, this is not always the case.

A Will can make life easier to distribute your assets in the way you wish while avoiding any unnecessary taxation.

If you do not make a Will, the law will decide on the distribution of your assets. If you would like to make a Will, talk to a solicitor.

<b>Have you made a Will?</b>	<b>Yes</b>	<b>No</b>
<b>Where is it stored?</b>		
<b>Solicitor's Name</b>	<b>Contact Number</b>	

## Legacy Gift

Remembering a charity in your will is a great personal kindness that continues your support of a cause you care about.

A legacy gift can be large or small and is tax free. You can choose to support one or more charities in your will and there are different ways to do this. Your solicitor will be able to advise you.

# My Financial Records

This section is to record your financial and banking information.

Look for professional help if you feel you need some support in managing your finances. See the inside front cover for **Helpful Organisations**.

Banks, credit unions and An Post are keen to work with customers to safeguard their finances. You can make an appointment and trained staff can help you make a plan. If you have an Enduring Power of Attorney for your finances, you may wish to tell them where any relevant financial documents are stored.

## Accounts

Do not record your PIN or online banking codes.

Bank Name/Credit Union/An Post	Account Number

## Credit Cards

Do not record your credit card number.

Bank Name	Last Four Digits

## Insurance

	Company	Policy Number
Home		
Car		
Other		



## Life Assurance

Company	Policy Number
---------	---------------

## Personal Pensions

Do you have (a) personal pension(s)?	Yes	No
Pension Number		
Other Pension Name	Other Pension Policy Numbers	

## State Pension

Are you already receiving a State Pension?	Yes	No
State Pension Number		

## Mortgage

Do you have (a) Mortgage(s)?	Yes	No
Mortgage Company	Mortgage Account Number	

## Loans

Institution	Account Number

## Assets

If someone is managing your assets, name them here. For example, a stockbroker or financial advisor.

Name and Title	Contact Number

# Location of Important Documents

This section keeps track of where important documents are stored, that others may quickly access them if needed.

Document	Place Stored
Will/Trusts	
Insurance Policies	
Pension Policy	
Bank/Credit Card	
Property Deed(s)	
Birth, Marriage, Divorce or Death Certs	
Enduring Power of Attorney	
Grave Papers	

The following documents or items I would like to remain unread or destroyed, for example, personal journals, love letters, or photographs.

--

# My Digital Legacy

This section provides information on how you would like your email and social media accounts to be used after your death.

Following a death, technology companies can either delete accounts or change your social media page to a memorialised account. They can do this at the request of a close family member or the person who has an Enduring Power of Attorney.

You don't need to give your account passwords and usernames to anyone to have an account deleted or memorialised.

Some people may wish to have their email or social media accounts used to inform people of their illness or death. If you would like your accounts to be used in this way, store your passwords in a safe place and inform your Enduring Power of Attorney or a trusted person where to find them.

<b>Do you want someone to use your email or social media to share about your illness or death?</b>	<b>Yes</b>	<b>No</b>
<b>If yes, name the accounts here</b>		

In the list below, note which accounts you have and if you wish them to be deleted or, where possible, memorialised.

Account Name	I have this account	Delete		Memorialise	
Email address		Yes	No	Yes	No
Facebook		Yes	No	Yes	No
Instagram		Yes	No	Yes	No
Twitter		Yes	No	Yes	No
WhatsApp		Yes	No	Yes	No
LinkedIn		Yes	No	Yes	No
TikTok		Yes	No	Yes	No
Other		Yes	No	Yes	No
		Yes	No	Yes	No
		Yes	No	Yes	No

# After My Death & Funeral Arrangements

This section provides information on how you would like your loved ones to say goodbye, and how you would like your body to be cared for after your death.

## Wake/Vigil

I would like to have a home wake or vigil.	Yes	No
--	-----	----

## Funeral Home/Undertaker

Name	Contact Number
I have already made arrangements with this funeral home.	Yes No

## Funeral Insurance

I have a funeral insurance policy or have pre-paid for my funeral		Yes	No
Policy Name	Policy Number (if any)	Contact	

## Type of Ceremony

I would like a:

	Tick	Location	Preferred Celebrant Name	Contact Number
Civil/Humanist Ceremony				
Religious Ceremony				
Other				



## Final Resting Place

I wish to be:

<b>Buried</b>	<b>Location for burial</b>
<b>Cremated</b>	<b>Location for cremation</b>  <b>Location for ashes</b>
<b>Other</b>	<b>Please provide details</b>

## Organ Donation

Deciding to donate organs is important. Letting your friends and family know your wishes on organ donation is a key step to thinking ahead. Please note that organ donation can only happen if a death occurs in hospital.

If you wish to donate any of your organs, make sure you carry your organ donation card. You can apply for an Organ Donor Card online at [www.ika.ie](http://www.ika.ie) or by having it noted on your driving license.

## Body Donation

If you want to donate your body for medical research, you must make arrangements with a relevant medical facility prior to your death. Body donation can only occur if the death occurs in a hospital.

Education facilities cannot accept a body if you have certain conditions or if a post-mortem has been carried out.

I have made plans to donate my body to the following medical school:

<b>Name of School</b>	<b>Contact Details</b>
-----------------------	------------------------

Details for the ceremony, such as poetry, music, prayers, flowers, or donations:

## Notifications

I would like to ensure that the following people be told of my death, for example, friends, former employees or employers, people living far away, or new acquaintances.

Name	Contact Details

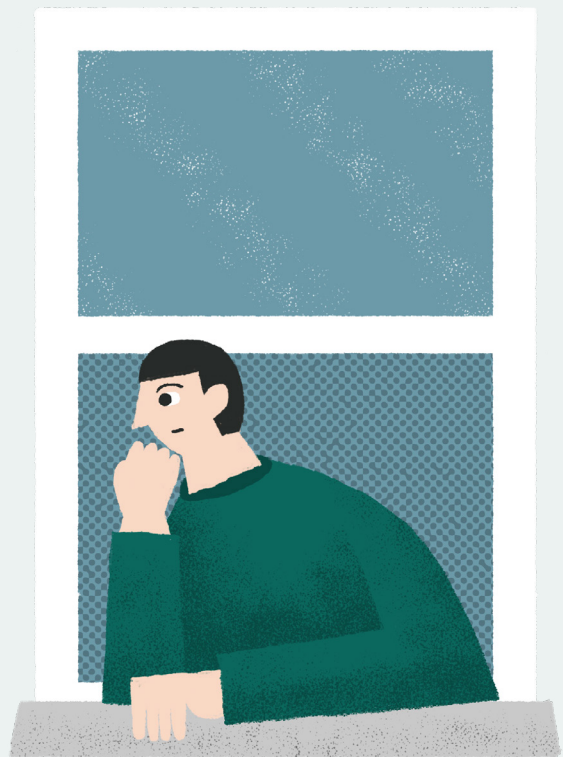
## You have now completed My Personal Wishes & Care Plan.

**Remember, you can change your decisions at any time. If you do, it is important to update your My Personal Wishes & Care Plan.**

Give a copy to people important to you, who would want to know personal wishes and preferences for care.

- Tell those close to you that you have made one and where you keep a copy.
- If you have to go to the hospital, bring a copy to share with your care team.
- Because you might change this document in the future, keep track of who has a copy and update them if you make changes.
- Check back on your decisions regularly, especially if your circumstances change.

Now you are ready to complete your Advance Healthcare Directive and your Medical Summary Form.



# Notes

# Notes

**“How people die  
remains in the memory  
of those who live on.”**

Dame Cicely Saunders (1918-2005),  
Founder of the modern hospice movement





What if a day comes when you are unable to make decisions for yourself due to illness or accident?

My Think Ahead Planning Pack, Irish Hospice Foundation's complete end of life and advance healthcare planning tool will help you to:

- Start a conversation with those important to you;
- Make your wishes known;
- Record your preferences for future care;
- Give you peace of mind.

Irish Hospice Foundation is a national charity that addresses dying, death and bereavement in Ireland. Support is what we offer, and support is what we need. We are reliant on voluntary support and fundraising and without this could not deliver services like Think Ahead.

To find out more or make a donation, please visit [www.hospicefoundation.ie](http://www.hospicefoundation.ie) or call **(01) 679 3188**.

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**Irish  
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Irish Hospice Foundation  
Morrison Chambers, 32 Nassau Street,  
Dublin 2, D02 YE06

[hospicefoundation.ie](http://hospicefoundation.ie)  
[info@hospicefoundation.ie](mailto:info@hospicefoundation.ie)

Registered Charity 20013554  
CHY 6830

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Think Ahead Planning Pack v 2.2



**Irish  
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# Think Ahead My Advance Healthcare Directive



**Think**

about what you want

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**Safeguarding Ireland:** [www.safeguardingireland.org](http://www.safeguardingireland.org)

If you are concerned about the abuse of an adult, contact your local HSE safeguarding team: [www.HSE.ie/safeguarding](http://www.HSE.ie/safeguarding). For an immediate risk of harm contact the Gardaí at 999 or 112

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# About My Advance Healthcare Directive

**A place to record your healthcare choices and appoint somebody to speak on your behalf, should you lack decision-making capacity to advocate for yourself through illness, accident, or mental distress. This document is legally binding when properly signed and witnessed.**

An Advance Healthcare Directive is used to inform those who need to know about your treatment and care. As these decisions can be confusing or overwhelming, we highly recommend talking with your GP/Specialist about your options, and sharing your decisions with family and friends.

Advance Healthcare Directives are normally written down, but can include voice or video recording and speech recognition technologies that are written out at a later time. If you make any Advance Healthcare Directive in a language other than English or Irish, you should arrange to have it translated in case nobody is on-site who can translate it when needed.

An Advance Healthcare Directive is made up of three key parts:

1. Refusing medical and treatment options.
2. Requesting medical and treatment options.
3. Appointing someone to carry out your choices and speak on your behalf.

The Assisted Decision-Making (Capacity) Act 2015 sets out legal rules about how a person can create an Advance Healthcare Directive, how they can appoint a trusted person to act as their Designated Healthcare Representative, and how healthcare workers should apply a person's Advance Healthcare Directive to guide their care.

An Advance Healthcare Directive is only used if you cannot make decisions for yourself at the time when decisions have to be made, for whatever reason. If, for example you are sitting up in bed and are able to communicate with your healthcare team then your Advance Healthcare Directive will not be used.

An Advance Healthcare Directive should always be kept under review as your wishes and your health may change. It is strongly recommended that you should review your Advance Healthcare Directive regularly, so put an annual reminder in your phone or diary now.

For more information on the Assisted Decision-Making (Capacity) Act 2015, please visit the Decision Support Service Website [www.decisionsupportservice.ie](http://www.decisionsupportservice.ie).

# Before Starting Your Advance Healthcare Directive

This section includes important information on decisions you can make in an Advance Healthcare Directive, as well as information on how to complete your Advance Healthcare Directive.

There is no legally required format for an Advance Healthcare Directive but there are some legal formalities which must be complied with. This form has been developed to ensure that all these formalities are fulfilled.

## Who can be a Directive Maker?

If you are completing an Advance Healthcare Directive, you are referred to as a Directive Maker. A Directive Maker must be over the age of 18 and have decision-making capacity.

## What is decision-making capacity?

Having decision-making capacity means that you can do all of the following:

- Understand information about the decision you have to make, at the time the decision is to be made;
- Hold the information long enough to make a choice;
- Weigh up information as part of the process of making the decision; and,
- Communicate your decision by writing it down, or by telling or showing someone what your decision is. You may receive assistance by another person if that is necessary.

If you are unable to do any of the above, you are said to lack capacity.

## **What are your treatment options?**

Before you complete an Advance Healthcare Directive, you might want to take some time to think about what's important to you and what kinds of treatments you would or wouldn't want to receive if ill or injured.

You must be specific about the healthcare treatments you wish to refuse, the treatments you request, and the circumstances for your decisions to apply. Be as detailed as you can. The more detailed you are, the better your healthcare team will understand your wishes when they are reading your Advance Healthcare Directive in the future.

If you can, take some time to discuss your treatment options with your GP/ Specialist or healthcare team. They will help you understand the benefits, risks and consequences of treatments and alternatives. Sometimes it is helpful to bring along a friend or family member to take notes for you and ask questions as well.

If you have a specific illness or condition, talk to your GP/Specialist about completing an Advance Healthcare Directive. They can guide you more fully in which treatments may or may not help, especially at the end of life, and help you frame the correct statement to write into your Advance Healthcare Directive.

This Advance Healthcare Directive asks you to make a clear statement about any treatments you wish to refuse. It is important for you to understand that refusal of treatments is likely to result in significant risk of death.

## **What are life-sustaining treatments?**

Life-sustaining treatments replace or support a bodily function which is not working properly or is failing. A person may have a treatable condition, and life-sustaining treatments are temporarily used until the body can resume its normal function again.

However, sometimes the body will never regain that function. In such a case, life-sustaining treatments are what keeps a person alive and removing those treatments may result in or hasten death.



## Refusing treatments

If you wish to refuse life-sustaining treatment, you must make an explicit statement in your Advance Healthcare Directive that you wish to refuse the particular treatment even if it leads to your death.

This Advance Healthcare Directive asks you to make a statement on life-sustaining treatments, for example:

- I wish to have whatever life-sustaining treatments my healthcare team may consider necessary and appropriate, if there is a likelihood of a good quality of life for three months or more.
- I do not wish to receive life-sustaining treatments even if my healthcare team considers them necessary, and even if this refusal may hasten or result in my death.

It is not possible to refuse basic care in an Advance Healthcare Directive. This includes shelter, warmth, hygiene measures, and offering food and liquids by mouth.

However, it is possible to refuse artificial nutrition such as feeding by tube or giving fluid through a drip, or other artificial systems. Among others, these options include:

- artificial feeding through a tube in the nose or stomach;
- artificial feeding through a drip in the veins;
- being placed on a mechanical ventilator/breathing machine;
- kidney dialysis;
- antibiotic treatments.

Discuss your options with your GP/Specialist or healthcare team.



## Deciding about CPR (Cardiopulmonary Resuscitation)

Cardiopulmonary Resuscitation (CPR) is an attempt to restore spontaneous circulation in an individual whose heart has stopped beating, and whose breathing has stopped. Although most people have heard of CPR, it is only effective in a minority of cases, and more so in younger people. It is frequently associated with complications, such as stroke, in survivors.

CPR includes chest compressions, attempted defibrillation with electric shocks and the injection of drugs and ventilation of the lungs.

Sometimes, CPR is not appropriate or lifesaving, especially if the person is very unwell, their illness is advanced, or death is unavoidable. If you have uncertainties around CPR, discuss them with your GP/Specialist. Refusing CPR does not result in the denial or withdrawal of other treatments that are thought to be helpful.

Making decisions, communicating them, and recording your wishes about CPR will help avoid inappropriate CPR as much as possible. You can record your wishes on CPR in your Advance Healthcare Directive, for example:

- I want CPR if my doctor believes it to be beneficial.
- I do not want CPR and understand this decision may cause my death.

## Requesting treatments

In your Advance Healthcare Directive you may include a request for specific healthcare treatments, but be aware that this is not legally binding in the same way refusing treatment is. Treatment requests should be taken into consideration by your healthcare team and respected as far as possible.

For example, the treatment you request may be refused if:

- it is not available;
- it is unlikely to work;
- it will cause you more harm than good; or
- it is likely to cause pain, discomfort, or distress, which would outweigh any benefits for you.

It is helpful for medical staff who are treating you to know your preferences so they can use them to guide your care. When completing an Advance Healthcare Directive, you can set out any treatment preferences you would like to request. Be as detailed as you can, such as:

- I wish to be given medical treatment to ease pain or distress or aimed at ensuring my comfort.
- I wish to receive counselling along with medication if available.
- I wish to be treated at home if possible.

## Choosing a Designated Healthcare Representative

You can appoint someone you know and trust to speak on your behalf in an Advance Healthcare Directive. This person is your Designated Healthcare Representative. You may also appoint an Alternate Designated Healthcare Representative to act for you if your original Designated Healthcare Representative is unable to do so.

Your Designated/Alternate Healthcare Representatives must agree to act on the decisions you have set out in your Advance Healthcare Directive if at some point in the future you lack capacity to make and/or express your choices (see page 3 for an explanation of decision-making capacity and lacking capacity). They must inform your healthcare team about your decisions as you set them out in your Advance Healthcare Directive.

You may also give your Designated/Alternate Healthcare Representatives the power to interpret your wishes, including the power to refuse, agree on, or request treatments on your behalf. Ideally, they are the same person with whom you have discussed your Personal Wishes and Care Plan.

The Designated/Alternate Healthcare Representatives must:

- Be at least 18 years of age, and
- Agree to act for you in accordance with your will and preferences.

The Designated/Alternate Healthcare Representatives must not be:

- A person paid to look after you, unless that person is your spouse, civil partner, cohabitant, parent, child, or sibling;
- A person who owns, or works in, a residential or healthcare facility where you are living, unless that person is your spouse, civil partner, cohabitant, parent, child, or sibling;
- Someone who has been convicted of an offence regarding you or your child; or
- Someone who has a safety or barring order in relation to you or your child.

When deciding who you would like to be your Designated/Alternate Healthcare Representatives, you should ask yourself a couple of questions. Which friend, relative, or person do you trust, respect, and want to speak on your behalf? Who already knows best what kind of treatment you want at the end of your life?

## **Changing a Designated/Alternate Healthcare Representative**

Remember, you can always change your Designated/Alternate Healthcare Representative if you wish to do so, provided you sign and witness a new document (see page 10).

You must have decision-making capacity to change your Designated/Alternate Healthcare Representative.

## **Choosing not to appoint a Designated Healthcare Representative**

If you do not wish to appoint someone to be your Designated Healthcare Representative, you do not have to. You may simply record your decisions about your treatment and care in your Advance Healthcare Directive. If you choose not to appoint someone, share your treatment and care decisions with your healthcare team. You must still have your Advance Healthcare Directive signed and witnessed to have it legally binding.

## **Having more than one Advance Healthcare Directive**

If you choose, you may have different Advance Healthcare Directives for different conditions, for example an Advance Healthcare Directive for mental health conditions and another for physical health conditions.

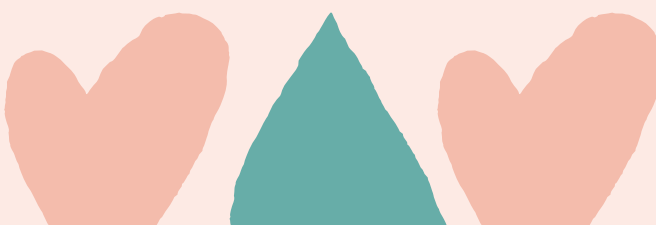
If you do have two or more Advance Healthcare Directives for different issues, you may appoint different Designated/Alternate Healthcare Representatives for each.

If you choose to rewrite or update your Advance Healthcare Directive, ensure that any person with a copy of your previous Advance Healthcare Directive is made aware that you have changed it. Ensure that you sign and witness the new document properly (see page 10). Provide those who need it with a new copy.

## **Cancelling your Advance Healthcare Directive**

You can cancel your Advance Healthcare Directive while you have decision making capacity. This must be done in writing.

You must clarify which Advance Healthcare Directive you are cancelling, if you have more than one. You must have decision-making capacity to cancel your Advance Healthcare Directive.



## **Making an Advance Healthcare Directive legally-binding**

In order for an Advance Healthcare Directive to be valid and applicable, it must be signed at the same time and in the same place by:

- the Directive Maker (yourself);
- your Designated Healthcare Representative, if you appoint one;
- your Alternate Designated Healthcare Representative, if you appoint one;
- two witnesses.

Each witness must observe you and your Designated/Alternate Healthcare Representative (if appointed) signing the Advance Healthcare Directive. They must then sign this document to confirm this. Your two witnesses must be 18 years or older, and at least one of the witnesses must not be a member of your immediate family. For this purpose, your immediate family is your:

- spouse;
- civil partner or cohabitant;
- child, son-in-law or daughter-in-law;
- parent;
- step-parent;
- mother-in-law or father-in-law;
- brother, sister, step-brother, step-sister, brother-in-law or sister-in-law;
- grandparent or grandchild;
- aunt or uncle;
- nephew or niece.

No one may sign your Advance Healthcare Directive without your express instruction.

## **Being physically unable to sign an Advance Healthcare Directive**

You may instruct someone else to sign your Advance Healthcare Directive on your behalf if you are physically unable to sign. This person must:

- be 18 years or older and
- sign your Advance Healthcare Directive in your presence, and his or her signature must be witnessed in the same way as your signature would have been.

No one may sign your Advance Healthcare Directive on your behalf without your express instruction.

**You are now ready to complete your Advance Healthcare Directive. Please turn to the next page to begin.**

# My Advance Healthcare Directive

This Advance Healthcare Directive has the following parts to fill in:

About Me	12
Healthcare Treatments I Refuse	13
Healthcare Treatments I Request	15
My Designated Healthcare Representative(s)	16
Signatures and Witnessing	18



# About Me

This section provides information about your personal details.

<b>First Name</b>	<b>Surname</b>
<b>Other Name/Nickname</b>	<b>I prefer to be called by my</b>  First Name  Surname  Other Name/Nickname
<b>Gender</b>	<b>Date of Birth</b>
<b>Address</b>	<b>Contact Number</b>
<b>Eircode</b>	<b>PPS Number</b>

# Healthcare Treatments I Refuse

This section provides information on specific treatments that you would refuse. [Refer to page 5](#) for additional information on completing this section. For help with this section, talk with your GP/ Specialist or healthcare team.

Specific treatment I do <b><u>NOT</u></b> want to receive	
Specific circumstances in which this <b>refusal</b> is to apply	
I want my refusal to this treatment to apply even if <b>my life is at risk and it may lead to my death</b> ; Please specify in the box provided	

Specific treatment I do <b><u>NOT</u></b> want to receive	
Specific circumstances in which this <b>refusal</b> is to apply	
I want my refusal to this treatment to apply even if <b>my life is at risk and it may lead to my death</b> ; Please specify in the box provided	

Specific treatment I do <b><u>NOT</u></b> want to receive	
Specific circumstances in which this <b>refusal</b> is to apply	
I want my refusal to this treatment to apply even if <b>my life is at risk and it may lead to my death;</b> Please specify in the box provided	

Specific treatment I do <b><u>NOT</u></b> want to receive	
Specific circumstances in which this <b>refusal</b> is to apply	
I want my refusal to this treatment to apply even if <b>my life is at risk and it may lead to my death;</b> Please specify in the box provided	

### Additional Notes

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# Healthcare Treatments I Request

This section provides information on medical and healthcare treatments that you would like to receive. Refer to page 7 for additional information on completing this section. For help with this section, talk with your GP/Specialist or healthcare team.

I understand that any request for treatment must apply to the medical condition for which I require treatment. I understand that the treatment must be available and clinically appropriate. I understand this request is not legally binding, but it is a valid expression of my will and preference.

**Specific treatments I request and the specific circumstances where it applies:**

Specific treatment I <b>would like to receive in relation to my medical condition</b>	
---	--

Specific treatment I <b>would like to receive in relation to my medical condition</b>	
---	--

Specific treatment I <b>would like to receive in relation to my medical condition</b>	
---	--

# My Designated Healthcare Representative(s)

This section includes important details about the Designated/Alternate Healthcare Representatives that you appoint. Refer to page 8 for more information on choosing a Designated/Alternate Healthcare Representative.

The person I appoint to speak on my behalf and be my Designated Healthcare Representative is:

<b>Name</b>	<b>Address</b>
<b>Contact number</b>	<b>Date of birth</b>
<b>Email address</b>	

The person I appoint to be my Alternate Designated Healthcare Representative is:

<b>Name</b>	<b>Address</b>
<b>Contact number</b>	<b>Date of birth</b>
<b>Email address</b>	

## Granting specific powers to your Designated/Alternate Healthcare Representative(s)

Besides ensuring that the terms of My Advance Healthcare Directive are complied with I also give my Designated/Alternate Healthcare Representative the power:

1. To advise and interpret my decisions and preferences regarding my treatment as set out in this Advance Healthcare Directive.

Please tick your preference:

I want them to have these powers

I do not want them to have these powers

2. To consent to or refuse treatment, up to and including life-sustaining treatment based on my known will and preferences by reference to the detail as set out in this Advance Healthcare Directive.

Please tick your preference:

I want them to have these powers

I do not want them to have these powers

Now that you have recorded your wishes and preferences, you must sign this document and have it witnessed. All people must sign at the same time. Use the check list below to ensure you have your Advance Healthcare Directive signed and witnessed correctly.

My Advance Healthcare Directive is signed by	Tick when signed
Directive Maker (yourself);	
Your Designated Healthcare Representative, if you appoint one;	
Your Alternate Designated Healthcare Representative, if you appoint one;	
Witness One;	
Witness Two.	

# Signatures and Witnessing

This section makes your Advance Healthcare Directive Legally Binding. It is divided into Parts 1, 2, and 3 which must be completed at the same time.

Part 1 is divided into two sections. Use either Section A or Section B, but not both.

- Section A is to be signed if you, the Directive Maker, are *physically* able to sign for yourself, **OR**;
- Section B is to be signed if you, the Directive Maker, are not *physically* able to sign for yourself and somebody will be signing on your behalf.

## PART 1: Directive Maker's Signature

**Section A: To be completed and signed by the Directive Maker, only if you as Directive Maker can physically sign for yourself.**

### Directive Maker

If you as Directive Maker are able to sign for yourself, complete this section in the presence of your Designated Healthcare Representative (if appointed), your Alternate Designated Healthcare Representative (if appointed), and two Witnesses.

Name of Directive Maker \_\_\_\_\_

I confirm I am making this Advance Healthcare Directive freely and not under pressure to do so. I confirm I am signing this Advance Healthcare Directive in the presence of my Designated Healthcare Representative (if appointed), my Alternate Designated Healthcare Representative (if appointed), and two Witnesses as required.

My signature (Directive Maker): \_\_\_\_\_

Date (dd/mm/yyyy): \_\_\_\_\_

**Section B: To be completed and signed on behalf of the Directive Maker, by an Appointee of the Directive Maker, a person distinct from the Designated/Alternate Healthcare Representatives and the two Witnesses, only if you as Directive Maker need someone to physically sign your Advance Healthcare Directive for you.**

### **Directive Maker and Appointee**

If you as Directive Maker are unable to sign for yourself, complete Section B in the presence of your Designated Healthcare Representative (if appointed), your Alternate Designated Healthcare Representative (if appointed), and two Witnesses.

Name of Directive Maker \_\_\_\_\_

I confirm that I am making this Advance Healthcare Directive freely and not under pressure to do so.

I confirm that \_\_\_\_\_ (print name) is signing this Advance Healthcare Directive on my behalf, in the presence of myself (the Directive Maker), my Designated Healthcare Representative (if appointed), my Alternate Designated Healthcare Representative (if appointed), and two Witnesses as required.

Signature of person I have directed to sign on my behalf:

\_\_\_\_\_

Date (dd/mm/yyyy): \_\_\_\_\_



## PART 2: Signatures of Designated/Alternate Healthcare Representatives

### Designated Healthcare Representative (if appointed)

If appointed, the Designated Healthcare Representative must complete this and sign in the presence of the Directive Maker, the Alternate Designated Healthcare Representative (if appointed) and two Witnesses.

Designated Healthcare Representative

\_\_\_\_\_ (print name)

I confirm I agree to act in accordance with \_\_\_\_\_  
(Directive Maker) will and preferences as set out in this Advance Healthcare Directive.

Designated Healthcare Representative Signature:

\_\_\_\_\_

Date (dd/mm/yyyy): \_\_\_\_\_

### Alternate Designated Healthcare Representative (if appointed)

If appointed, the Alternate Designated Healthcare Representative must complete this and sign in the presence of the Directive Maker, the Designated Healthcare Representative, and two Witnesses.

Alternate Designated Healthcare Representative

\_\_\_\_\_ (print name)

I confirm I agree to act in accordance with \_\_\_\_\_  
(Directive Maker) will and preferences as set out in this Advance Healthcare Directive.

Alternate Designated Healthcare Representative Signature:

\_\_\_\_\_

Date (dd/mm/yyyy): \_\_\_\_\_

## PART 3: Witness Signatures

### Witness 1

Witness 1 must complete this and sign in the presence of the Directive Maker, the Designated/Alternate Healthcare Representatives (if appointed), and Witness 2.

I confirm that I have witnessed the signing of this Advance Healthcare Directive in the presence of the Directive Maker

\_\_\_\_\_ (insert name),

the Designated Healthcare Representative (if appointed)

\_\_\_\_\_ (insert name),

the Alternate Designated Healthcare Representative (if appointed)

\_\_\_\_\_ (insert name),

and Witness 2 \_\_\_\_\_ (insert name).

Witness 1 Name: \_\_\_\_\_ (print name)

Relationship to the Directive Maker: \_\_\_\_\_

Witness 1 Signature: \_\_\_\_\_

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

Contact Number: \_\_\_\_\_

Date (dd/mm/yyyy): \_\_\_\_\_

## Witness 2

Witness 2 must complete this and sign in the presence of the Directive Maker, the Designated/Alternate Healthcare Representatives (if appointed), and Witness 1.

I confirm that I have witnessed the signing of this Advance Healthcare Directive in the presence of the Directive Maker

\_\_\_\_\_(insert name),

the Designated Healthcare Representative (if appointed)

\_\_\_\_\_(insert name),

the Alternate Designated Healthcare Representative (if appointed)

\_\_\_\_\_(insert name),

and Witness 1 \_\_\_\_\_(insert name).

Witness 2 Name: \_\_\_\_\_(print name)

Relationship to the Directive Maker: \_\_\_\_\_

Witness 2 Signature: \_\_\_\_\_

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

Contact Number: \_\_\_\_\_

Date (dd/mm/yyyy): \_\_\_\_\_

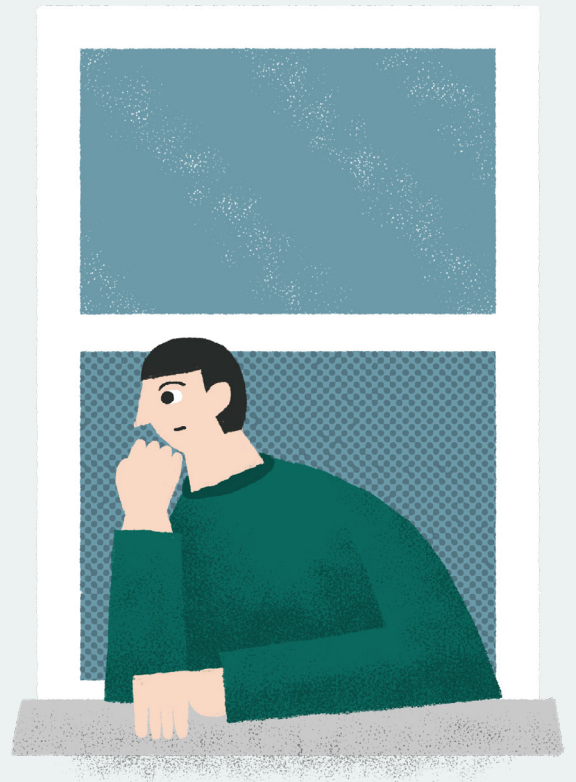
## You have now completed My Advance Healthcare Directive.

**Remember, you can change your decisions at any time. If you do, it is important to update your Advance Healthcare Directive, and to have it signed and witnessed again.**

Give a copy to people important to you, who would want to know your healthcare decisions.

- Tell those close to you that you have made one and where you keep a copy.
- If you have to go to the hospital, bring a copy to share with your care team.
- Because you might change this document in the future, keep track of who has a copy and update them if you make changes.
- Check back on your decisions regularly, especially if your circumstances change.

Now you are ready to complete My Personal Wishes & Care Plan and My Medical Summary Form.



# Notes



“ Death of a close family member or preparing for your own inevitable end can be one of the more daunting experiences we face. But by talking to one another, we can make the preparation and planning easier, even beautiful, whether it is an unexpected death or a slow waltz to the finish line. ”

Excerpted from *Let's Talk About Death (Over Dinner): An Invitation and Guide to Life's Most Important Conversations* by Michael Hebb. Da Capo Lifelong Books ©2018.

What if a day comes when you are unable to make decisions for yourself due to illness or accident?

My Think Ahead Planning Pack, Irish Hospice Foundation's complete end of life and advance healthcare planning tool will help you to:

- Start a conversation with those important to you;
- Make your wishes known;
- Record your preferences for future care;
- Give you peace of mind.

Irish Hospice Foundation is a national charity that addresses dying, death and bereavement in Ireland. Support is what we offer, and support is what we need. We are reliant on voluntary support and fundraising and without this could not deliver services like Think Ahead.

To find out more or make a donation, please visit [www.hospicefoundation.ie](http://www.hospicefoundation.ie) or call (01) 679 3188.

**Think**

about what you want

**Talk**

to someone about your wishes

**Tell**

them where this form is



**Irish  
Hospice  
Foundation**

To die and grieve well wherever the place

Irish Hospice Foundation  
Morrison Chambers, 32 Nassau Street,  
Dublin 2, D02 YE06

[hospicefoundation.ie](http://hospicefoundation.ie)  
[info@hospicefoundation.ie](mailto:info@hospicefoundation.ie)

Registered Charity 20013554  
CHY 6830

© 2022 Irish Hospice Foundation  
Think Ahead Planning Pack v 2.2

# Think Ahead My Medical Summary Form



This Medical Summary Form is not a legal document but a summary of your care and treatment decisions and preferences, to be shared with your GP/Specialist.

Use this form to summarise what you have recorded in your Personal Wishes and Care Plan, and your Advance Healthcare Directive.

Ask your GP/Specialist to add this form to your medical file, so that if in the future your decisions and preferences need to be known, your medical team is aware that you have completed these documents.

## How to use your Medical Summary Form

1. Complete the form overleaf using information from your Personal Wishes and Care Plan and your Advance Healthcare Directive.
2. Bring this Medical Summary Form to your GP/Specialist and discuss it with them.
3. Ask your GP/Specialist to make a copy and add it to your records.





# My Medical Summary Form

<b>First Name</b>	<b>Surname</b>
<b>Gender</b>	<b>Date of Birth</b>
<b>Address</b>	<b>Contact Number</b>
<b>Eircode</b>	<b>PPS Number</b>

**I prefer to be cared for in the following place:** \_\_\_\_\_  
Number them where 1 is most preferable

<b>Home</b>	<b>Hospital</b>	<b>Hospice</b>	<b>Nursing Home</b>	<b>Family/Friend Home</b>

<b>If my health worsens, I prefer</b>	<b>Tick One</b>
To be moved to hospital, if that is likely to lengthen my life in a comfortable and effective manner.	
To be cared for medically as much as possible at my preferred place, as stated above.	

<b>I have completed</b>	<b>Please tick</b>	<b>I have it stored</b>
My Personal Wishes & Care Plan		
My Advance Healthcare Directive		
Enduring Power of Attorney		

## Please give details if you have completed an Advance Healthcare Directive

In my Advance Healthcare Directive, I have appointed someone to speak on my behalf, who you can talk to and who understands my decisions and preferences, should I lack capacity.	<b>Yes</b>	<b>No</b>
Their name is		
Their contact number is		

I have made the following refusals for treatment. Please refer to my full and complete Advance Healthcare Directive for more detail.

--

Signed: \_\_\_\_\_

Date (dd/mm/yyyy): \_\_\_\_\_