



TIPS

How to complete the CYPACP

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- 1 Always start with a knowledge and understanding of the child's condition and family situation.**
- 2 Enter details into the header (in addition to the demographics section).**
 - It does not populate itself.
- 3 The document is not protected.**
 - Use a web template for latest version.
- 4 All sections of the CYPACP provide opportunities for discussion and for sharing helpful information.**
 - However the sections do not have to be completed all at once - Advance Care Planning is a process not a singular event.
 - It may be helpful to come back to sections in the future.
 - Refer to other documents and specific symptom management plans where appropriate.
- 5 The prompts in each box provide guidance for possible discussion in each section.**
- 6 Don't delete sections.**
 - Be careful not to delete sections by accident.
 - With exception, the ante-natal sections can be archived after birth.
- 7 Boxes expand.**
 - Sections will expand to the next page.
 - However, consider users when writing, it is important to keep records concise.
 - Sections may need more detail for areas of conflict or uncertainty.
- 8 Always refer to local policy regarding signatures.**
 - There is only one space for signature – on the back page.
 - The signature should be from someone who takes responsibility for the document and should be someone with the appropriate medical knowledge to know if the content is appropriate for that child.
 - The resuscitation summary / ReSPECT is part of the Advance Care Plan and a signature completes the whole document not just the resuscitation part. It is not a legal document.
 - The young person / parent / guardian does NOT need to sign, but should have seen and agree with the document.
 - Ensure distribution policies or shared systems are as safe / robust as possible, consider version control and who can amend documents.
- 9 There is no review date.**
 - This is to ensure the plan is not mistakenly seen as 'out of date'.
 - Local policies may dictate review frequency.
 - Reviews should take place if circumstances change.
- 10 Specifically for ante-natal versions – DO NOT COMPLETE ReSPECT or EMERGENCY SUMMARY.**
 - The document will initially be saved in the maternal notes, there MUST BE NO CONFUSION about resuscitation status. It is therefore better to leave this blank.
 - Emergency details for the baby can be documented in the rest of the document (e.g. 'Management of baby at birth').