

## Guidelines:

1. To assist the client to decide about consent, using the 'Important Information for New Clients' Brochure must be provided.
2. Consent to be admitted as a client of EPC must be written. This consent covers care and support offered by the interdisciplinary team including volunteers. If the client is **not capable** of giving informed consent, the form may be signed by a Medical Treatment Decision Maker (see over page) or a person that EPC staff reasonably believes has a close and continuous relationship with the client (see over page). Providing consent does not preclude a client declining a particular EPC service offering.

To provide the range of specialist palliative care to you, Eastern Palliative Care Association Incorporated (EPC) must have written consent from you, or your Medical Treatment Decision Maker or someone authorised by you to act on your behalf authorising us to:

- Provide care and treatment including palliative care to you in your home or other agreed place.
- Collect information **from you** (and use it) to meet your health care needs with EPC including quality activities.
- If you are under 18 years of age, your parent/carer may be required to be present whilst EPC staff are providing you with care and treatment (see further information over page).

I have received the EPC Important *Information for New Clients* brochure which includes the Privacy Declaration.

### In addition, EPC may:

- Collect additional information (which EPC requires to meet your needs) **from other person/s, services or health professionals** nominated by you.

Exceptions (if any): \_\_\_\_\_

- Disclose relevant information held by Eastern Palliative Care Association Incorporated to other services or health professionals that are providing care to you, where such disclosure would be considered reasonable and necessary in your best interest including but not limited to your GP, a hospital, case conferencing. Share your data, without identifying personal details, for benchmarking, reporting and research purposes to external organisations that EPC is in partnership with, including universities.

Exceptions (if any): \_\_\_\_\_

- Ask you to accept a health care student accompanying a visiting staff member for teaching purposes noting that your consent can be withdrawn at any time.
- Leave your home folder in your home on the understanding that you take responsibility for keeping it secure.
- Contact you about other EPC activities and services available to you.

If you do not wish to receive information from EPC about our activities, please ring 1300 130 813 and ask to be removed from our mailing list.

From time to time, EPC is involved in research. You may be approached for possible inclusion in a research project that has been approved by the Eastern Palliative Care Association Ethics Subcommittee

# CONSENT FORM

## CONSENT - Client

**Client:** \_\_\_\_\_  
Print Name Signature Date

**Address:** \_\_\_\_\_

**EPC Client ID Number:** \_\_\_\_\_ **Client Date of Birth:** \_\_\_\_\_

**OR On Client's behalf:**

\_\_\_\_\_  
Print Name Signature Date

**Relationship to the client:** \_\_\_\_\_

**Staff Member:** \_\_\_\_\_  
Print Name Signature Date

**Verbal consent obtained:** (For use where it is not practicable to obtain written consent at assessment)

**Staff Member:** \_\_\_\_\_  
Print Name Signature Date

**Reason for receiving verbal consent** \_\_\_\_\_

**Who is providing the verbal consent** \_\_\_\_\_

What steps are being taken to obtain written consent as soon as possible:

### Information for young people aged 16 – 18 years

The team at EPC wants to provide the right kind of information and support for your family. To help us do this, someone from our Team will come and assess the person in your family who is unwell, and they may also offer to talk to you about how things are going and what you might need to support you during this difficult time. It's usually a good idea to talk things through with other family members, so they also know how you are feeling and how to support you. If you are finding this difficult to do, we can help you to find ways to manage this.

### Information for parents or guardians of young people aged 16 – 18

The team at EPC wants to provide the right kind of information and support for everyone in your family. To do this, EPC offers support to the person in the family who is unwell, as well as other family members. If there are young people between 16 – 18 who could benefit from support and information, a worker from EPC can provide that support. We do know that sometimes young people feel the need to talk to someone 'outside the family' and when this is the case, it is good for them to have someone with the appropriate expertise, that they can trust.

### Medical Treatment Decision Maker when the person lacks capacity

For up to date information about appointing a Medical Treatment Decision Maker, please refer to the Office of the Public Advocate (OPA) website, <https://www.publicadvocate.vic.gov.au/your-rights/your-healthcare/appointing-a-medical-treatment-decision-maker>. Alternatively, you can phone the OPA advice line on 1300 309 337.