

# End of Life Planning: What we need to know

## Office of the Public Guardian – EOL Checklist

*The Public Guardian has been appointed as your patient's substitute decision maker. This checklist has been prepared to let you know the information we need as part of our decision-making process. This is the same information you would generally take from or provide to a patient or family member.*

- The patient's details (name, date of birth)
- Their condition
- Are they capable of giving consent or providing a view, that is:
  - have you discussed the treatment with them
  - do they understand the treatment
  - have they indicated any views about the treatment, including the nature of any objections (including in the past)
- If they have an Advance Care Directive
- The views of the their family and friends
- The proposed treatment or plan, including
  - the date or timeframe of the plan
  - medications & dosage
  - any other current treatments
- The risks and side effects of the treatment
- Any reasonable alternatives for the condition
- The reasons this is the preferred treatment or plan and how the benefits outweigh the risks
- Why you consider active treatment to be futile
- The consequences of not carrying out the treatment
- When the treatment will be reviewed
- Have they been referred to a palliative care team
- Your name and contact details
- Any other information you feel is necessary

### Where to find more information

NSW Health publishes a range of guidelines on this topic at [www.health.nsw.gov.au](http://www.health.nsw.gov.au)

- End of Life Care and Decision-Making Guidelines
- Using Resuscitation Plans in End of Life Decisions
- Using Advance Care Directives (NSW)

For more information refer to our fact sheet: [End of life care decisions](#).

### For general enquiries:



Speak to an Information Officer:  
02 8688 6070  
1800 451 510 for country callers



Write to us at:  
Public Guardian  
Locked Bag 5116  
Parramatta NSW 2124  
Fax: 02 8688 9797



You can contact us through the National Relay Service on 1800 882 889



Email us or visit our website:  
[informationssupport@opg.nsw.gov.au](mailto:informationssupport@opg.nsw.gov.au)  
[www.publicguardian.justice.nsw.gov.au](http://www.publicguardian.justice.nsw.gov.au)



If English is your second language, you can contact us through the Translating and Interpreting Service on 131 450.

### To contact your patient's assigned guardian:

#### Western Team

Ph: (02) 8688 2650  
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#### Southern Team

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