Checklist of steps for appointing your support person (medical treatment)

To be able to appoint your medical support person you must have decision-making capacity to make the appointment.

If you are a young person under 18 years of age, you can appoint a support person if you have decision-making capacity to do so.

☐ Decide who to appoint

You can only appoint one support person. The person you choose should be someone you trust and who respects and values your rights and independence.

Your support person will act to assist you to make, communicate and give effect to your medical treatment decisions. They can also access, or help you to access health information about you relevant to medical treatment decision making.

While a support person can represent your interests in relation to your medical treatment, including when you do not have decision-making capacity, they do not have the power to make medical treatment decisions on your behalf.

However, if you choose to, you can also appoint this person to be your medical treatment decision maker by making a separate appointment.

For more information on appointing a medical treatment decision maker, visit the Advance care plans page on the Better Health Channel website <https://www.betterhealth.vic.gov.au/havetheconversation>.

☐ Fill in the form

The 'Appointment of support person' form is available for download on the Advance care planning page on the Health.vic website <https://www2.health.vic.gov.au/acp>.

Once you have accessed the form, follow the instructions and fill in the required fields.

It is important that the form has been explained in a language you understand. If you need an interpreter, it is recommended that you use an independent and accredited interpreter.

☐ Sign the form in front of witnesses

You need to sign the form in front of two witnesses. One must be a registered medical practitioner (doctor) or someone authorised to witness affidavits. Arrange for an interpreter, if needed. It is recommended you use an independent and accredited interpreter.

The role of your witnesses is set out in the *Medical Treatment Planning and Decisions Act 2016*. Before acting as your witnesses, it is recommended that they read a factsheet that explains their role. For this factsheet see the Medical consent page of the Office of the Public Advocate website <http://www.publicadvocate.vic.gov.au/medical-consent>.

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If someone is signing the form on your behalf, please do the following:

1. Download the 'Witnessing requirements for someone signing at the direction of the person making the appointment' document, available on the Advance care planning page on the Health.vic website. <https://www2. health.vic.gov.au/acp>.
2. Cross out and do NOT complete the witnessing section on Page 2 of your 'Appointment of support person' form.
3. Have the person signing on your behalf complete the 'Witnessing requirements for someone signing at the direction of the person making the appointment' document, in front of you and two witnesses.
4. Attach this document to your 'Appointment of support person' form.

☐ Your support person signs

The person you appoint needs to accept the appointment and sign in front of a witness. They can do this on the day you sign, or on a later date.

You should make sure your support person understands your values and preferences for your medical treatment, and continue to keep them informed of any changes in your values or preferences.

If you have made an advance care directive, you should give your support person a certified copy of this.

☐ Storage

After completion, you should keep the original 'Appointment of support person' form in a safe place. Make sure your support person knows where to find it if they need it, or give your support person a certified copy.

For a list of people authorised to certify documents, visit the Affidavits page on the Department of Justice and Regulation website <http://www.justice.vic.gov.au/affidavit>.

You should give your doctor, relevant health practitioner, or hospital (if relevant) a copy. Consider uploading a copy to My Health Record <https://www.myhealthrecord.gov.au>.

Note about previous appointments

Any existing support person appointment previously made by you under the Act will be revoked on making this appointment.

You can also revoke your support person appointment by completing the Revocation of support person form available on the Advance care planning page on the Health.vic website <https://www2.health.vic.gov.au/acp>.

To receive this publication in an accessible format phone (03) 9096 7498, using the National Relay Service 13 36 77 if required, or email Advance care planning <acp@dhhs.vic.gov.au>.

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