

Informed Decision Making Checklist

These questions are to be used by management and staff:

- As a framework when they support a participant to make a decision
- As a prompt to assist in determining whether a participant has capacity to make an informed decision
- To ensure that participants are supported in the most appropriate way to make decisions

The use of a formal or informal advocate/support person may need to be considered if B or C are ticked. If this occurs please give advocate/support person "Advocacy Nomination Form".

- I have given the participant all of the information that they need to make their decision, as well as information about any alternatives.
- I have provided the information to the participant in a way that they can process and understand. This means I have looked at whether:
 - They read
 - They use another language (eg. Auslan, Makaton, Non-English speaking)
 - They use visual prompts (eg. photographs, objects, symbols)
 - The information is culturally appropriate and relevant
- I have communicated all of the benefits/risks/consequences of the decision and any alternatives, without allowing my own bias or preferences to influence the decisions of the participant.
- I have encouraged the participant to talk to people in their support network (especially family members if appropriate) before they make their decision.
- I have ensured the participant has the opportunity to gather further information from other sources/talk to other people.
- I have discussed with the participant the time they need to process all the information and then communicate their decision back to me. We have agreed on a timeframe for this to happen.
- I have checked back with the client about their understanding of the information and provided them the opportunity to ask any questions they may have.
- I have listened and responded to what the participant has told me/asked me in relation to the matter.

Name of Participant

Date

Option 1

☐ The Participant has capacity to make an informed decision.

Option 2

☐ There is sufficient evidence to indicate that the Participant has impaired decision making capacity to make this decision.

Option 3

☐ From the evidence, I am uncertain as to the Participant's decision making capability.

ICAS Signature

Date

Participant Signature

Date