



Working together with my team

The **planning sheet** is about working together during **palliative care**.

A **planning sheet** is a document with empty boxes a person can write or draw in to help them plan.

Palliative care is help for people who have a serious health condition that they will die from.

You can ask for help to use this sheet.

You do not need to fill out all the information at the same time.

Information can be added at any time.

The **planning sheet** should be used by

- You
- Your **palliative care team**

Your **palliative care team** are **health workers** that might include doctors and nurses.

- Your **supporters**

Supporters are people that help with care or daily life. This might be friends, family or paid and unpaid carers.

- Other **health workers** supporting you.

Some words in this sheet are written in **bold**.

Bold means the letters are thicker and darker.

These words in **bold** are explained.

This **planning sheet** can help the different people that support a person during **palliative care** to work together.

The people that might help during palliative care

The people that support a person during **palliative care** may include

- Carers
- Family members
- Friends
- **Guardians**

A **guardian** is a person who helps someone make decisions about parts of their life when they cannot make decisions by themselves.

- A **palliative care team**

A **palliative care team** are **health workers** that manage **palliative care**. A **palliative care team** might include doctors, nurses, psychologists, occupational therapists, speech therapists and others.

- Disability workers
- Other **health workers**.

The information sheet below has more information about **palliative care**.

Name – Preparing for palliative care

Go to - 3dn.unsw.edu.au/improving-palliative-care-resources#preparing

Who made it - 3DN

Information type - Plain English and Easy Read information sheet.

How people should work together during palliative care

Everyone should work together to help a person during **palliative care**.

To work together a person's team might

- Discuss how they can support the person
- Make a palliative **care plan** together to support the person

A **care plan** is a list of things to help a person including things they want or do not want for their care.

- Share information about the person with other health or disability workers if the person is OK with that
- Meet with the person to see how they are feeling.

Why a person's team should work together

Some people with intellectual disability say that the different people that support them do not work well together.

Some people want their team to work together more closely to support them when they get **palliative care**.

How to use the planning sheet

The information below shows how to use the **planning sheet**.

The **planning sheet** has questions to fill out.

Some of these questions are for the **palliative care team** and **supporters**.

You can ask a person you trust from your team to help you contact other members of your team if you want.

It is OK if you do not want to ask questions. You might be happy with how your team works together now.

You can print the **planning sheet** and write on it or you can fill it out on your computer.

To save this form on your computer click *File > Save as* and rename the file.

Working together with my team – planning sheet

Add answers below.

Who is in my team?

What **health workers** help me now?

Try to add their names and information.

Example answer: My palliative care doctor at the hospital, my family doctor, and my physiotherapist that comes to my house.

Working together with my team – planning sheet

Add answers below.

Who supports me with my daily life?

Try to add their names and information.

Example answer: I have a support worker that visits me daily and my sister comes over once a week.

What does my team do now to work together?

Ask your **health workers** or **supporters** if you are unsure.

Example answer: My sister gets emails from my family doctor.

Working together with my team – planning sheet

Add answers below.

Can my team work together more closely to help me?

Yes

No

If yes, how could my team work together to do that?

Example answer: I want my palliative care team to speak to my family doctor.

Can my team share information about me with other members of my team?

For example my family and carer.

Yes

No

If yes, how could my team work together to do that?

Example answer: Send emails to my family and carer.

Working together with my team – planning sheet

Add answers below.

Can my team make one **care plan** so all the information about my **palliative care** is together?

Yes

No

I already have a **care plan**

If yes, who will be in charge of this plan?

If you already have a **care plan**, who is in charge of this plan?

Example answer: My family doctor.

Working together with my team – planning sheet

Add answers below.

If my team will meet about my palliative care

How often should my team meet, how should they meet and who will organise this? (For example **teleconferencing**).

Teleconferencing allows you to communicate with people online or over the phone.

You may also hear people call this telehealth or virtual care.

Example answer: I want my team to meet once a month using phone calls.

Working together with my team – planning sheet

Add answers below.

How can I be included in discussions and decisions about my **palliative care**?

Example answer: I want to join the meetings.

Should any **supporters** be included in team meetings?

Example answer: My support person and sister should be included in all meetings about my palliative care.

Working together with my team – planning sheet

Add answers below.

Other important information my team should know

