

Documenting the Best Interests Process

Conditions, Treatments and Decision Makers		
Condition	Treatments	Prescriber (Name and Title)

Is treatment necessary?	
Condition	Why is treatment necessary; What alternative treatments can obtain the same outcome and why are these alternatives rejected; What is it in best interests to receive such treatment; (refer to statistical evidence as well as person specific information).

Which treatments must be considered for covert administration		
Condition	Treatments	Prescriber (Name and Title)

Is this a serious medical treatment decision that requires IMCA Involvement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Details of referral to IMCA (incl. date made; rationale for deciding that IMCA required and details of information sent)		
Has the referral been accepted by IMCA?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Name of IMCA	Contact details	

Names of people to be involved:	
Name	Title/Relationship

Options to be Considered; include the option to not provide any of the interventions (Add further sections where there are more options)		
Option	How restrictive is this option?	Should it be considered in more depth?
1. to provide all medications overtly (i.e. administer using normal methods)		
2. to provide the following medications overtly..... and the following medications covertly..... Note: there may be more than one version of this option depending on the number of medications prescribed		
3. to provide all medications covertly		

Best Interests Process (please tick)					
Meeting	<input type="checkbox"/>	Series of separate Discussions	<input type="checkbox"/>	Combination	<input type="checkbox"/>
Issues considered before the 'best interests' discussions/meeting: (detail how you have considered these here)					
<ul style="list-style-type: none"> • What is being proposed? • Who says the individual needs it? • Why is it being proposed? • Are there any other options to achieve the same outcome? • What do we already know about what the person would want? • How will the person be involved in the decision making process? 					
What do you know of the person's preferences and wishes?					
Preferences/wishes				Source of information	

Complete a benefits and risks section for each option (add further sections where there are more options)

Option Number 1

Benefits to the individual of proceeding

Risks to the individual of proceeding

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Option Number 2

Benefits to the individual of proceeding

Risks to the individual of proceeding

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Option Number 3	
Benefits to the individual of proceeding	Risks to the individual of proceeding
Summary of the Discussions / Meeting consider medical, social, welfare, emotional and ethical issues detail any views/information discounted and why; detail the views of each person consulted;	

Outcome of the Discussions / Meeting

Has the decision been communicated to all involved?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Detail How; when; to whom		

Will the decision be reviewed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Detail when; who by; what circumstances will prompt a review		

Implementing the Best Interests Decision

Details of the best interests decision to be implemented (outcome of best interests process)

Details of the pharmacy advice obtained (date, name of pharmacy advisor, details of advice)

Action Plan for the Implementation of the decision

An action plan must cover all the aspects that need to be put in place in order to implement the decision. In most cases the implementation plan will consist of a series of actions.

However where there is more than one way of approaching implementation, an options appraisal must be undertaken of the differing approaches that considers the level of restriction of that particular approach.

Actions	Lead Person/people
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Agreed Procedure for the Covert administration of medication (cover the actual method of administration, medium to be used for disguising the medication and include details of how to encourage overt administration on a regular basis)