

Goals, values and wishes record

Form | HSP-FRM-002

Document type	Form
Title	Goals, values and wishes record
Document ID	{{facility.code}}-HSP-FRM-002
Version and status	1.0 Issued for use. Pending ASF Expert Committee ratification
Prepared by	{{roles.quality_lead.name}}, Quality lead
Reviewed by	{{roles.clinical_director.name}}, Clinical director Date: _____
Approver and signature	{{roles.clinical_director.name}}, Clinical director Signature: _____ Date: _____
Effective date	{{document.effective_date}}
Next review	{{document.review_date}} (12 months, or sooner after any incident or change)
Replaces	None (new document)
Standards and criteria supported	Standard 10 (Hospice and Palliative Care), criterion 10.3
Evidence basis	E-006, E-009
Status of this document	Recommended best-practice model. A hospital may adopt, adapt or replace it with an equivalent that meets the same criteria.

Use this form when

Records the patient's goals, values and wishes, including advance directives, and when they were reviewed.

1. How to complete

- Ask the patient directly, and record their words.
- Record any advance directive and where it is kept.
- Review as the illness changes.

2. Items to check

#	Item	Standard or evidence	Yes	No	N/A	Action if No
1	Goals and what matters most to the patient	Yes	☐	☐	☐	Action and who to tell
2	Preferred place of care	Yes	☐	☐	☐	Action and who to tell
3	Advance directive held (yes or no) and location	Yes	☐	☐	☐	Action and who to tell
4	Substitute decision maker named (if any)	Yes or N/A	☐	☐	☐	Action and who to tell
5	Reviewed on (date and reason)	Yes	☐	☐	☐	Action and who to tell
6	Recorded by and date	Yes	☐	☐	☐	Action and who to tell

Completed by (name and role): _____ Date/time: _____ Signature: _____

3. Evidence

ID	Source and status
E-009	Based on the WHO Palliative Care fact sheet and the Lancet Commission on the Global Access to Palliative Care and Pain Relief (2017).
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

EC = ASF Expert Committee consensus.

4. Change history

Version	Date	What changed	Approver and signature
1.0	{{document.effective_date}}	First version	Pending Expert Committee approval