



Current as of November 2024

Checklist for Acute Resuscitation Plan (ARP) SW065 documents to be uploaded to The Viewer

This document supports the Statewide Office of Advance Care Planning (OACP) in uploading **Acute Resuscitation Plan (ARP) SW065** documents from private facilities and residential aged care facilities (RACFs) to The Viewer/ACP Tracker.

IN SCOPE

- ✔ ARP documents made by private facilities (e.g., Queensland private hospitals, non-Queensland Health (QH) community services (non-government organisations, General Practitioners) and RACFs (with no ability to directly enter ARPs in The Viewer/ieMR)
- ✔ Voided ARPs received from private facilities and RACFs.

OUT OF SCOPE

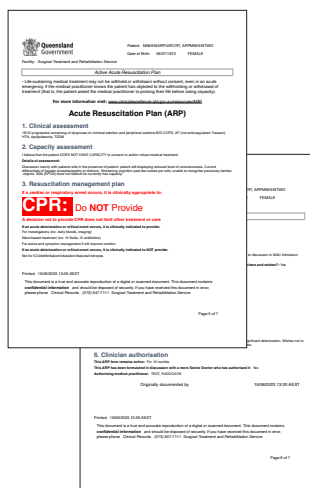
- ✘ ARP documents made in, or received from, integrated electronic Medical Records (ieMR) QH digital hospitals or non-ieMR QH hospitals (see examples below)
- ✘ ARP documents from private facilities that are not in an SW065 format
- ✘ ARPs with Section 6: Clinician authorisation box ticked 'For this admission/attendance'
- ✘ Expired ARPs
- ✘ SW065 ARP documents from Mater Health (future opportunities for sharing of ARPs currently being investigated).

The checklist outlines the steps and standard criteria used by the OACP to determine eligibility of an **ARP** to be uploaded to The Viewer. It aligns with the QH [Acute Resuscitation Plan Clinical Guidelines April 2020](#) and supports clinicians to have access to quality documents.

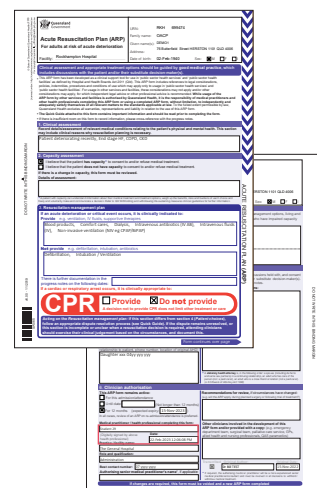
If any issues are identified that prevent the documents from being uploaded, the sender will be notified. The sender may be able to resolve these issues or seek assistance from local ARP education contacts.

Following the steps and criteria provided ensures accurate and timely uploads to the correct patient record.

Please note: The Statewide Office of Advance Care Planning verifies the completion of ARPs against standard criteria. However, it **does not confirm the content of ARP documents uploaded to The Viewer**. The use of ARP documents on The Viewer must **comply with service policies and procedures**, as well as **Queensland legislation**.



Out of scope ieMR ARP



Out of scope non-ieMR ARP

Example of digital ARP (with digital date/time stamp visible)



Checklist for Acute Resuscitation Plan (ARP) SW065 documents to be uploaded to The Viewer

Steps to follow

- The document is in the ARP SW065 format (old or new)
- The document is clear and legible
- The ARP was created in a private facility or RACF
- The personal details of the individual to whom the ARP belongs have been entered, including :
 - Family name
 - Given name(s)
 - Date of birth (DOB)
- All six (6) sections are fully completed
- In **Section 6**, the ARP is currently active* and one of the following options ticked:
 - ‘Until date’ (not longer than 12 months), or
 - ‘For 12 months’**

Note: ‘For this admission/attendance’ are not accepted*
- The document is signed and dated by a medical practitioner/health professional
- Voided documents are clearly marked with:
 - Two diagonal lines across the front and back pages
 - The word ‘VOID’ written between the lines
 - The document signed and dated to indicate voiding
- All pages of the document are attached, with the person’s name and DOB or Service ID sticker on the top of each page
- Copies/scans of completed ACP documents are sent to:
 - **Email:** acp@health.qld.gov.au
 - **Post:** PO Box 2274 Runcorn QLD 4113
 - **Fax:** 1300 008 227

*The ‘active’ time-period is based on date of signing by the medical practitioner/health professional completing the form.

**Older ARP documents with ‘For this and subsequent admissions’ selected will be limited to 12 months

✔ If all criteria are met, the document can be uploaded to The Viewer

Contact us

 www.mycaremychoices.com.au

 acp@health.qld.gov.au

 1300 007 227