

## **New TEP form (Version 10) – Frequently Asked Questions**

### **What has changed?**

The most significant change is the inclusion of a new section on the back of the form, where mental capacity assessments and best interest decisions can be documented. It is set to guide the clinician through the requirements of the Mental Capacity Act (2005).

There have also been some minor changes to the structure of the form to make it more user friendly. These include a larger free text box for documenting the rationale behind any decisions made.

### **Why has it been changed?**

If a patient lacks capacity, and a decision is being made on their behalf, then it is a legal requirement to clearly document the steps undertaken to assess the patient's capacity. Although the previous TEP form prompted us to assess capacity, it did not provide any guidance as to how to do this. Recent local CQC inspections have exposed failings in the accurate recording of mental capacity assessments, thus the form was altered to meet the requirements.

### **What has happened to the guidance that was on the back of the form?**

This will now be provided on a separate sheet, with more information about best interest decisions. This should be kept with the supply of TEP forms so it can be referred to as needed by clinicians.

### **Do I need to change all my patients over to the new version?**

No, previously completed forms are still valid, provided they have been filled in correctly. It is also acceptable to use up any existing supplies of Version 9. Forms should be reviewed and updated if a patient's condition changes or when they move from one location to another.

### **Have the key messages about TEP forms changed?**

No the principles remain the same. The key messages have been updated and reflect National Guidance:

1. The Treatment Escalation Plan (TEP) is a form for recording your clinical decision making and discussions around this. It is not a legal document. Common sense and professional judgment should be applied to who should have one and how it is implemented.
2. All forms should be filled out as fully as possible. The information must reflect the individual needs of each patient.
  - Patient demographics, doctor's details (including GMC number) and Mental Capacity status must be recorded.
  - It is not mandatory to complete all of the treatment options section. The amount of information captured on the TEP form should reflect the individual treatment plan for each patient at that particular point in time. Individual situations change and TEP forms should be reviewed and amended to reflect this.
  - Please complete the rationale box – detailed and relevant information significantly improves clinical decision making at the time when it is needed.
  - Documentation of the patient and relative discussions will ensure effective communication. This is of particular importance if the patient lacks capacity. For patients lacking capacity, a best-interests decision and the reasoning behind it should always be clearly documented in the clinical notes.

3. You should actively seek to explain decisions around DNA-CPR and treatment escalation with patients and families.
  - However, if you consider that such discussions will cause significant harm to your patient, or it is clearly impossible, you are not obliged to do so.
  - You must clearly document your reasons for not involving patients in discussions about DNA-CPR
  - Clinicians should not feel pressurised to force harmful discussions about DNA-CPR issues onto vulnerable patients.
4. The Treatment Escalation Plan (TEP) is only effective if everyone knows it exists – please update the Electronic Palliative Care Coordination System (Adastra End-of-Life register).
5. Photocopies of the original form will not be deemed as valid. The completed, most up-to-date TEP form should accompany the patient when moving across different healthcare settings.
  - For patients returning home, consider whether it is appropriate and helpful for a TEP form to accompany them. You must discuss this with the patient and/or their family unless you consider harm will be caused to the patient by doing so and therefore decide a TEP form should not accompany the patient.

**Where can I find out more about TEP forms?**

**[www.devontep.co.uk](http://www.devontep.co.uk)**

The website has links to short films with more information about the form and demonstrations on how to have the conversations about resuscitation with patients.

If you still have any unanswered questions then please contact your local Macmillan GP Facilitator.

**Where do I get more supplies of the form?**

Please contact Jade Marshall at St Luke's Hospice on 01752 246501 or [jmarshall@stlukes-hospice.org.uk](mailto:jmarshall@stlukes-hospice.org.uk)

**Only original forms are valid so please do not use photocopies.**

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