

Quality Practice Series #4 (March 2023)

Message from the Voluntary Assisted Dying Board Chair

It has now been over 18 months, since voluntary assisted dying became an end of life choice in Western Australia and as with all new processes there are always challenges. As other states begin to introduce similar legislation and commence their journeys, it is encouraging to welcome new colleagues, build networks and share our lessons learnt.

The Board is also pleased to see our local community of practitioners growing, with several Nurse Practitioners recently completing the training. We are interested to see how their role in the voluntary assisted dying process will develop over time. As always, the Board would like to express their gratitude for the time and effort of all practitioners, and we encourage you to reach out and share your experiences with us. You can do this through the submission of a personal reflection (that can be found [here](#)) or by emailing the VAD Board Secretariat Unit (VADBoard@health.wa.gov.au).

Dr Scott Blackwell
Chair - Voluntary Assisted Dying Board

Focus Area 1 – Form Submission Timeliness

Submitting forms to the Board

The voluntary assisted dying process requires several forms to be submitted to the Voluntary Assisted Dying Board (the Board). All forms must be submitted* to the Board within two business days of an activity or process being completed and failure to do so may be an offence under the *Voluntary Assisted Dying Act 2019*. This legislation was put in place to ensure key tasks, processes and documents are completed in a timely manner, so patients seeking access to voluntary assisted dying can progress through the system without delay.

From 1 July 2021 to 31 December 2022, monitoring of VAD-IMS, to identify possible timeliness offences under Act, has revealed a positive level of compliance with form submission timeframes. There were 5594 forms submitted to the Board during this time with more than 97 percent submitted in required timeframes. A small number (n=164, 2.9%) were submitted outside the timeframe set out in the Act with Consulting Referral, First Assessment and Notification of Death forms making up over half of the late submissions (n=88).

The preferred method for submission of forms is via VAD-IMS, however due to technical constraints, there may be times when access to the system is limited. Blank forms are available via the VAD-IMS Resources Hub or from the VAD Board Secretariat Unit (VADBoard@health.wa.gov.au) and it is recommended that practitioners download and keep some copies of blank forms, in case you are unable to access VAD-IMS.

If you are unable to log-in to VAD-IMS for any reason (e.g. password problems), forms can be uploaded externally to the system. Go to the VAD-IMS home page and select *Upload a signed form*:

I need to complete a form

You do not need access to VAD-IMS to submit the following forms. However, if you do have access to VAD-IMS, please [log in](#) first.

- A patient has made a [First Request](#) for voluntary assisted dying **First Request Form**
- I have received a referral for a Consulting Assessment **Consultation Referral Form**
- I have received and disposed of a voluntary assisted dying substance **Authorised Disposal Form**
- I have completed a Medical Certificate Cause of Death for a relevant patient **Notification of Death Form (Other Medical Practitioner)**

I'm returning a completed form

- I have a completed and signed form, ready to upload **Upload a signed form**

You will then move to the *Upload a signed form* screen. To use this functionality, you must have completed the form, printed and signed it and then scanned it ready for upload. Select the *Form type* from the drop-down list (if the form type does not appear then select 'Other Form'), enter the patient's name, add the file and click on *Upload form* at the bottom of the screen.

Upload a signed form

This is where you can upload a form that you have already completed and signed.
If you have **not** already completed the form, please return to the [home page](#) and select the required form via the 'I need to complete a form' section.

Accepted forms:

- First Request
- Consultation Referral
- Authorised Disposal
- Notification of Death (Other Medical Practitioner)

You must:

- have completed the form electronically before printing and signing
- have scanned the form ready for upload

Form type *

Select an option

- Select an option
- First Request Form
- Consultation Referral Form
- Authorised Disposal Form
- Notification Of Death - Other Medical Practitioner Form
- Other Form

Form ID (Optional)

Episode ID (Optional)

Upload

Attach signed form *

Once the form has been uploaded to VAD-IMS, the VAD Board Secretariat Unit staff will link the form to the patient episode and you will be able to view it, when logged in.

Alternatively, if you are having difficulty with this functionality or cannot access VAD-IMS at all, then forms can be submitted via fax (08 9222 0399). VAD Board Secretariat Unit staff will upload the form to VAD-IMS and send you a manual receipt for your records.

If at any time you are having issues or have a question about VAD-IMS, please feel free to contact the VAD Board Secretariat Unit via VADBoard@health.wa.gov.au

***Note:** Submission of forms via VAD-IMS is considered giving a copy to the Voluntary Assisted Dying Board.

Focus Area 2 – Forms requiring data entry

Forms requiring data entry by the VAD Board Secretariat Unit.

Most forms requiring data entry are submitted without issue, but there are common errors that we see from time to time. For example, at this time of year dates are frequently entered for the previous year (e.g. XX/02/2022 instead of XX/02/2023).

Written declaration forms

Please check:

- Witnesses complete the check boxes and the correct certifications on the form
- The patient and witnesses have signed the form and dates are consistent and correct
- *Section F Communication – Did you make the Written Declaration with the assistance of an interpreter?* has been completed

Contact person appointment forms

Please check:

- All Contact Person details are complete, including both phone number and where possible an email address, as this assists VAD Board Secretariat Unit staff in promptly providing the required information to the Contact Person
- *Section E Statement of the Contact Person* which indicates the Contact Person is aware of their responsibilities, is complete

Practitioner administration

Please check:

- All witness details have been completed, including phone number and email and the form is signed and dated by the witness
- All check boxes relating to both the witness and practitioner have been completed

After administration, an *Administering Practitioner Disposal* form should be completed for any unused substance. If all the substance has been used and there is nothing for disposal, then please add a note to the patient episode in VAD-IMS, as this will assist the VAD Board Secretariat Unit staff with prompt closure of the record.

Focus Area 3 – VAD-IMS Practitioner Profile

Practitioner Profiles

On completion of the WA VAD Approved Training, practitioners are given access to VAD-IMS and the VAD Board Secretariat Unit sends an email with instructions on how to complete your profile in

VAD-IMS. This includes whether you consent to share your details with the Statewide Care Navigator Service (SWCNS).

C. Practitioner consent relating to WA Voluntary Assisted Dying Statewide Care Navigator Service

I, Test Pen,

consent OR do not consent

to the Voluntary Assisted Dying Board sharing my VAD-IMS registration contact details (name, work address, telephone number, email) with the WA Voluntary Assisted Dying Statewide Care Navigator Service for purpose of the VAD Care Navigator being able to contact me with respect to voluntary assisted dying matters as required.

Save changes

Cancel

If you select 'do not consent' your details will not be provided to SWCNS. If you select 'consent' then your contact details will be provided to SWCNS who may contact you to ask if you're available to act as a Coordinating, Consulting or Administering Practitioner for a patient. If you have any queries about how SWCNS uses this information, please feel free to contact them on (08) 9431 2755.

Note: The VAD-IMS consent to share details with SWCNS is not the same as completing the hard copy consent form for the Community of Practice. This form is provided with the Prescription and Administration Information pack and should be sent directly to SWCNS, if you would like to join the Community of Practice.

Useful Links

The Act: [www.legislation.wa.gov.au Voluntary Assisted Dying Act 2019](http://www.legislation.wa.gov.au/Voluntary%20Assisted%20Dying%20Act%202019)

The Act Explanatory Material (as tabled): [Parliament tabled paper 3625 \(Feb 2020\)](#)

The Board: <https://ww2.health.wa.gov.au/voluntaryassisteddyingboard>

- Board membership, functions and processes
- VAD-IMS user support materials
- Contact details
Email: VADBoard@health.wa.gov.au
Fax: 08 9222 0399

Department of Health resources:

https://ww2.health.wa.gov.au/Articles/U_Z/Voluntary-assisted-dying

This document can be made available in alternative formats on request for a person with disability.

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