

M1 Appendix 1

ASSESSING CAPACITY – GOOD PRACTICE HANDOUT 1

- **Provide all relevant information but do not burden the person with more detail than required.** Include information detailing the benefits and risks of making the decision, Provide information on any alternative options.
- **Consult with family and other people who know the person well on the best way to communicate.** For example, using pictures or singing. Check if there is someone who is best at communicating with the person involved.
- **Be aware of any cultural, ethnic or religious factors which may have a bearing on the individual.** Consider if an advocate or someone else could assist such as a member of a religious or community group the person belongs to.
- **Make the person feel at ease. Select an environment that suits them. Make sure it is quiet and likely to be uninterrupted.**
- **Choose the best time of day for the person.** Try and make sure that the effects of any medication or treatment are considered. For example if any medication makes them drowsy, see them before they take the medication, or after the effect has worn off.
- **Take time.** Make one decision at a time, don't rush and be prepared to try more than once.