

M1 Appendix 2

ASSESSING CAPACITY – GOOD PRACTICE HANDOUT 2

PRACTICAL STEPS – CONSIDER THOSE WHICH ARE RELEVANT TO THE SITUATION OF THE PERSON BEING ASSESSED

- **The person assessing capacity needs to understand the nature and the effect of the decision to be taken.** There may be a need to see some relevant documents and background information.
- **Gather relevant information before the assessment of capacity.** Healthcare and social care records and the views of others involved in the person's care.
- **Gather background information from family and friends.** Such as the types of decisions the person has made in the past, how do they make decisions?
- **Explain to the person all the information relevant to the decision.** Use the most appropriate form of communication.
- **Check the person understands after a few minutes.** The person should be able to give an explanation of the decision to be made.
- **Ask open questions.** Where there are major communication difficulties then closed questions may be necessary, check these by asking in a different way.
- **Skills and behaviour are not always directly related to the person's decision making capacity.** Good social skill, politeness may not indicate the person understands the information and are not able to weigh it up.
- **Repeat these steps to confirm results.**