

Instructions for Family Doctors - VIRTUAL COMPLETION of Goals of Care Designation (GCD) Orders with Patients/Substitute Decision Makers

1. Have virtual call with your vulnerable patients to explore their wishes and recommend the most medically appropriate GCD.
 - a. Guide for Physicians <https://www.albertahealthservices.ca/assets/info/ppih/if-ppih-covid-19-gcd-algorithm.pdf>
 - b. For patients [Conversations Matter Guidebook](#), pages 8-12 for layman's description of 7 GCDs
2. Download and print [GCD Order form and ACP GCD Tracking Record](#).
3. Complete the patient's GCD Order form and ACP GCD Tracking Record, documenting the content of your conversations and/or decisions.
4. Record on GCD Order form in this area:

Patient's location of care where this GCD Order was ordered (*Home; or clinic or facility name*)

***"Patient is social distancing due to COVID-19, GCD conversation conducted over the phone
date / time"***

- Encourage patients to discuss their wishes and plan with their family/Alternate decision maker/s.
- If they have a Personal Directive (PD) keep a copy with these ACP GCD documents.
- If they do NOT have a Personal Directive, can download a [fillable form](#).
- Instruct patient to keep their GCD Order on their fridge at home even if they don't have a Green Sleeve. Advise patient to view video [How to Use your Green Sleeve](#).
- Instruct patient to take their GCD Order with them if they need to seek medical care outside the home.

Sharing Goals of Care Designation (GCD) Order and ACP Tracking Record with Patients/Substitute Decision Makers while adhering to social distancing guidelines

Email or fax orders are considered an original order – dated and signed, from the physician. These forms will be recognized by EMS and acute care healthcare providers as the original order, not a secondary copy and therefore do NOT need a "true copy of the original GCD" notation.

Methods of Sharing

1. Send by Encrypted Email:
 - a. Scan the GCD Order and ACP GCD Tracking Record, creating a digital copy.
 - b. Do not include health or personally identifiable information in the subject of the email.
 - c. Attach to an encrypted email to the patient's personal email address.
2. Send by Fax: If a fax option is possible, fax the GCD and ACP GCD Tracking Record to the patient's home.
3. Mail patient's GCD Order and ACP GCD Tracking Record to their home address; retain a copy for clinic files.