

## ASSESSMENT OF CAPACITY CHECKLIST

Preparation	Prompts
Timing	<p>At what time of day is the person most alert</p> <p>Will capacity improve if the decision is delayed</p> <p>Consider the effect of medication on timing</p>
Location	<p>Where do they feel most at ease</p> <p>Is there a location which may aid decision making</p> <p>Ensure there are no interruptions, or distractions</p>
Communication	<p>Do you need appropriate communication aids including pictures, objects other visual aids</p> <p>Consult family members/carers about preferred communication methods</p> <p>Enlist the help of others who are trusted and known well by the person</p> <p>Be aware of cultural or religious factors</p> <p>Do they need to talk to someone who has made a similar decision</p> <p>Are there any publications which may aid understanding</p>
Support	<p>Do you need an independent advocate</p> <p>Does anyone else need to be with them</p>
History	<p>What is known about the persons history of decision making</p> <p>Have they made a similar decision before</p> <p>Do we know what their decision would have been before any loss of capacity</p> <p>What are their hopes and aspirations</p> <p>What is the view of close relatives or friends</p>

Assessment stages		Prompts
Stage one	Is there an impairment of, or disturbance in the functioning of, the mind or brain	Diagnostic threshold, if no impairment or disturbance, person cannot lack capacity
Stage two	Is it sufficient that the person lacks capacity to make the decision in question	Assessment of capacity
a	Can they understand the information relevant to the decision	<p>Assessor should understand the nature and effect of the decision</p> <p>Must be explained in a way the person can understand</p> <p>Why is the decision needed and what are the consequences?</p> <p>Suitable support must be provided with time taken to explain</p> <p>Do not give more information than necessary</p> <p>Describe foreseeable consequences, risks and benefits</p> <p>Describe the effects of the decision on the person and others</p> <p>Present choices in a balanced way</p> <p>Allow the person time to clarify and/or reflect</p> <p>Be prepared to try more than once</p> <p>Introduce the topic then fill in the detail</p>
b	Can they retain the information	<p>The person must retain long enough to make a choice</p> <p>Retaining information for a short time does not automatically disqualify</p> <p>Notebooks, videos, recording aids may be used by the person</p>
c	Can they use or weigh the information as part of decision making	Can they understand and use the information
d	Can they communicate the decision	<p>Communication can be assisted and facilitated.</p> <p>Use skilled communication specialist where appropriate</p>
	Is any further input needed	Consider the views of others such as G.P., Psychiatrist, family or solicitor