



Bath and North East Somerset,
Swindon and Wiltshire Partnership
Working together for your health and care



Digital ReSPECT

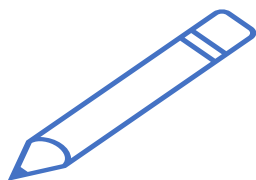
July 2026



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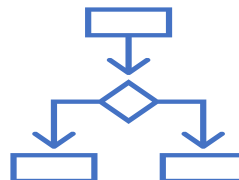
Creating



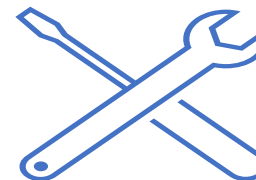
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Creating a Digital ReSPECT form

Open the ICR from your clinical system.

Expand the menu on the left handside and expand the section called 'Care Planning' and open the ICSP Summary

Select ReSPECT

OR

On the right hand-side of the summary page click directly on the form to create

Click CREATE



Creating a Digital ReSPECT form

Fill out the ReSPECT form:

1. This plan belongs to:

Full Name: Testing GDL1
DOB: 02-Feb-1981
Address: 200 Any Road, Any Town, Any County, PC12 9PC
NHS/CHI/Health and care number: 999 111 1116 / 999 111 1116
Preferred Name:
Form Completed: 01-May-2023

2. Shared understanding of my health and current condition

Summary of relevant information for this plan including diagnoses and relevant personal circumstances:

*

Details of other relevant care planning documents and where to find them (e.g. Advance or Anticipatory Care Plan; Advance Decision to Refuse Treatment or Advance Directive; Emergency plan for the carer):

*

I have a legal welfare proxy in place (e.g. registered welfare attorney; person with parental responsibility) - If yes provide details in Section 8: Yes ☒ No ☐ Unknown ☐

3. What matters to me in decisions about my treatment and care in an emergency

Living as long as possible matters most to me ☒ Quality of life and comfort matters most to me ☐

What I most value: What I most fear / wish to avoid:

4. Clinical recommendations for emergency care and treatment

Prioritise extending life ☐ or Balance extending life with comfort and valued outcomes ☒ or Prioritise comfort ☐

<Clinician Signature> <Clinician Signature>

Now provide clinical guidance on specific realistic interventions that may or may not be wanted or clinically appropriate (including being taken or admitted to hospital +/- receiving life support) and your reasoning for this guidance:

*

CPR attempts recommended Adult or child ☐ or For modified CPR Child only, as detailed above ☐ or CPR attempts NOT recommended Adult or child ☒

<Clinician Signature> <Clinician Signature>

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Please note all the mandatory fields (marked with an asterisk) have to be completed in order to publish the form.

The ReSPECT form has two pages. Click here to change between the pages

Page 1 (Sections 1-4) Page 2 (Sections 5-9)

5. Capacity for involvement in making this plan

Does the person have capacity to participate in making recommendations on this plan? Document the full capacity assessment in the clinical record: Yes ☒ No ☐

If no, in what way does this person lack capacity?

If the person lacks capacity a ReSPECT conversation must take place with the family and/or legal welfare proxy

6. Involvement in making this plan

The clinician(s) signing this plan is/are confirming that (select A, B, C, OR complete section D below):

* ☒ A This person has the mental capacity to participate in making these recommendations. They have been fully involved in this plan.

☐ B This person does not have the mental capacity, even with support, to participate in making these recommendations. Their past and present views, where ascertainable, have been taken into account. The plan has been made, where applicable, in consultation with their legal proxy, or where no proxy, with relevant family members/friends.

☐ C This person is less than 16 years old (16 in Scotland) and (please select 1 or 2, and also 3 as applicable or explain in section D below):

☐ 1 They have sufficient maturity and understanding to participate in making this plan.

☐ 2 They do not have sufficient maturity and understanding to participate in making this plan. Their views, when known, have been taken into account.

☐ 3 Those holding parental responsibility have been fully involved in discussing and making this plan.

☐ D If no other option has been selected, valid reasons must be stated here. (Document full explanation in the clinical record.)

*

7. Clinicians' signatures

Grade / specialty	Clinician name	GMC / NMC / HCPC no	Signature	Date & time
*	*	*	*	*
*	*	*	*	*

Senior responsible clinician:

* * * * * 26-May-2022 14:07

8. Emergency contacts and those involved in discussing this plan

Name (select box if involved in planning)	Role and relationship	Emergency contact no.	Signature (optional)
*	*	*	*
*	*	*	*
*	*	*	*
*	*	*	*

** First line is for primary emergency contact

9. Form reviewed (e.g. for change of care setting) and remains relevant

Review date	Grade / Specialty	Clinician name	GMC / NMC / HCPC no	Signature
*	*	*	*	*
*	*	*	*	*
*	*	*	*	*
*	*	*	*	*

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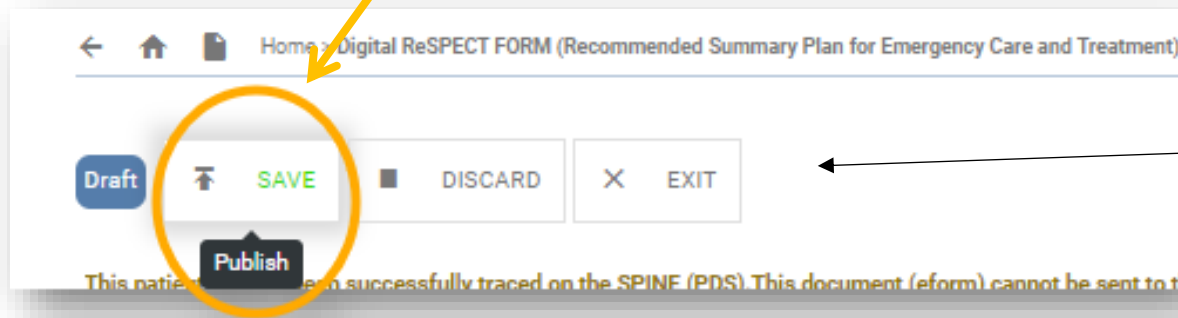
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Creating a new digital ReSPECT form

Once you have finished adding information to the ReSPECT form you will need to:

SAVE it

(this will make it visible
to clinical colleagues)



DISCARD/EXIT this
will close down the
form without saving
any changes

When you **SAVE** a newly created ReSPECT you will see a pop-up window with the PDF generator which will enable you to print it. See further slides for printing instructions.

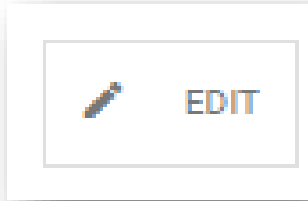


Editing an existing ReSPECT form

Open the ICR from your clinical system.

Select the Has ReSPECT plan tile on the patient summary page to open the existing ReSPECT form. Once the form appears on the screen:

Click **EDIT**

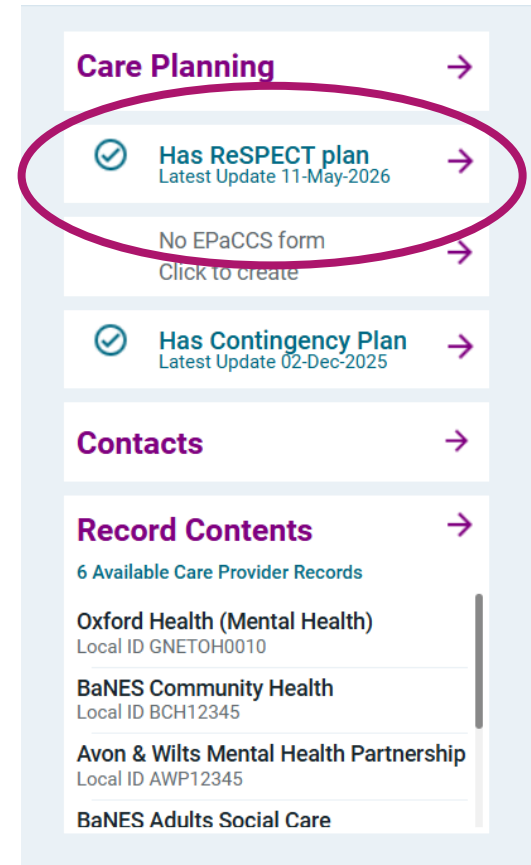


Make the required changes to the form

Click **SAVE**



If you click **Exit** your changes will not be saved.



Please don't forget to print the updated version of the form – please refer to printing instructions further on in this guide.



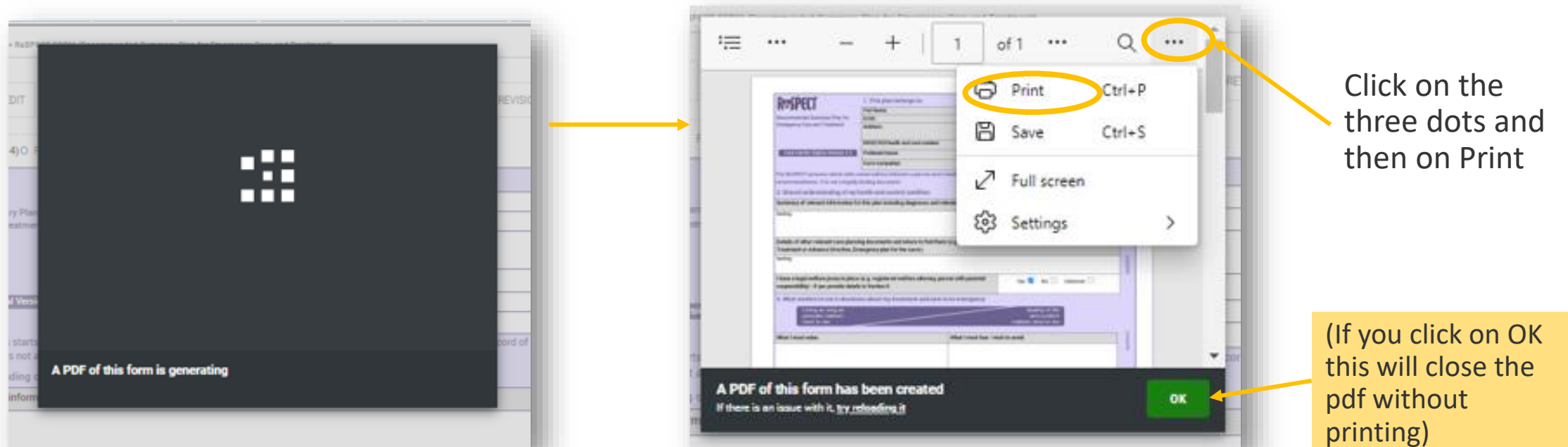
Dealing with old **DRAFT** forms

Whilst it is no longer possible to save draft forms, there may be some historical draft forms in existence. You will know there is a draft form because you will see a message to say the form has been locked by a user.

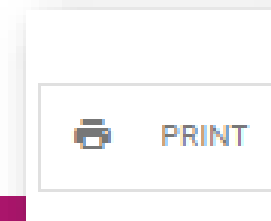
When you come across such forms, you should be able to override the lock, if you are unable to do so, please contact bswicb.icrsupport@nhs.net who will be able to redact the existing form and allow you to complete the new version.

Printing a digital ReSPECT form

When you create a new Digital ReSPECT you will see a PDF generator from which you can print the form:



To print a form that already exists on the system, open the form, click PRINT at the top right corner above the form and follow the steps above.





Printing a digital ReSPECT form

You will then see a Print preview screen where you can print your form as required:

NB we suggest changing the scale to 80% in print settings for optimum sizing of the document, and to print in colour if possible.

Click 'More Settings' and type 80 under the 'Scale (%)' field:

WHERE AVAILABLE: While patients are on the ward place the form in the purple ReSPECT folder but do not send the folder home with the patient when discharged

Digital ReSPECT – key processes (1)

- If a patient needs a ReSPECT plan completing, you should complete a digital plan. This includes when records indicate they have had a ReSPECT/TEP form in place at some point but is not immediately available for you to review.
- Any time a digital plan is updated it is the responsibility of the person updating the plan to ensure a paper copy is printed out and put in the notes / given to patient and removing any countersignatures if they pre-date the updated information.
- If a patient has a current paper ReSPECT plan that needs updating, then you should create a new digital plan and strike out the existing paper plan.

Digital ReSPECT – key processes (2)

- If a patient has a currently valid ReSPECT plan in the community, this should be updated at an appropriate time e.g. at annual review or during conversations about advance care planning. These updates should be completed on the digital plan, and the existing plan crossed through.
- If there is a discrepancy between the digital ReSPECT plan and a traditional paper plan, you must find out the patient's preferences as soon as possible, and the digital ReSPECT plan must be updated accordingly. The paper plan should be crossed through.
- If you are at an inpatient facility and a patient is registered with a GP that does not share to the ICR, you should complete a digital ReSPECT plan as normal. However you must ensure that the clinical recommendations are included in discharge documentation so that community providers are made aware of the plan.

Digital ReSPECT – key processes (3)

- *You **must not wet sign** a printed copy of a digital plan using pen and ink.*
- The 'Senior Responsible Clinician' section should ideally be signed by the relevant clinician on their own login. However, it is acceptable for these details to be entered using another member of staff's login as long as it is clearly documented in the summary box of section 2 that it has been signed electronically on behalf of the Senior Responsible Clinician.
- If you work in the community and need to fill in plans in patient's homes, please treat these copies as the paper 'printout', and then fill in a digital ReSPECT plan on the ICR back at base to ensure that the single source of truth is preserved, and this plan is available for others to view.
- ReSPECT capacity assessments should be scanned as JPEG/PNG and uploaded to the 'Care Planning – Supporting Documents' section in ICR Care Plan tile – please see the process at the end of this guide for more information



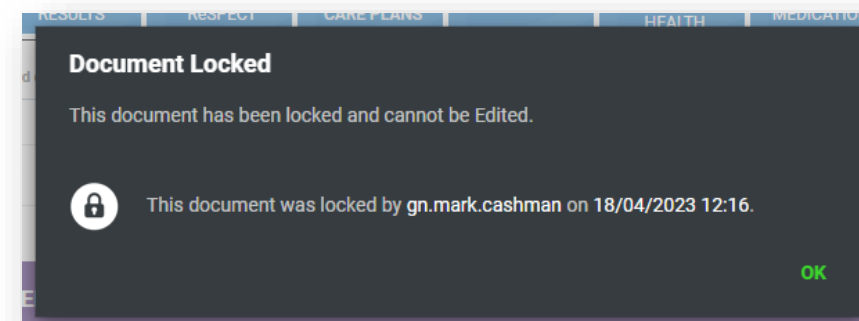
Digital ReSPECT – how to transcribe a plan

- If a patient has a traditional paper/Ardens ReSPECT plan that is currently valid and no changes are required then this should be transcribed to a digital plan, following the advice below, and the existing plan crossed through.
 - Please transcribe the plan word-for-word and clearly document the following **in Section 2 (Summary of Important Information)**:
‘This plan has been transcribed from a paper plan completed by [main signatory of form] on [date plan originally completed] and electronically signed on their behalf by [your name] on [today’s date]’.
- This this will help show that the plan has been transcribed and provide an audit trail for the electronic signatures.
- N.b. this process should only be followed where no changes are being made to the content of the form, and as such you do not need the original signatories to sign the form again.

Digital ReSPECT Troubleshooting

I get 'Document Locked' window

If the form has last been updated a while ago, you should contact your IT team/ICR support team (bswicb.icrsupport@nhs.net) to request it to be REDACTED to enable you to make necessary updates.



The ReSPECT form has been filled out in error / patient has requested deletion

Contact your IT team/ICR support team (bswicb.icrsupport@nhs.net) to request deletion of the form.



Digital ReSPECT Troubleshooting

Next of Kin information not available at the time of creation

If you do not have this information at the time of creating a form, enter the following and publish the form:

NoK: *N/A*

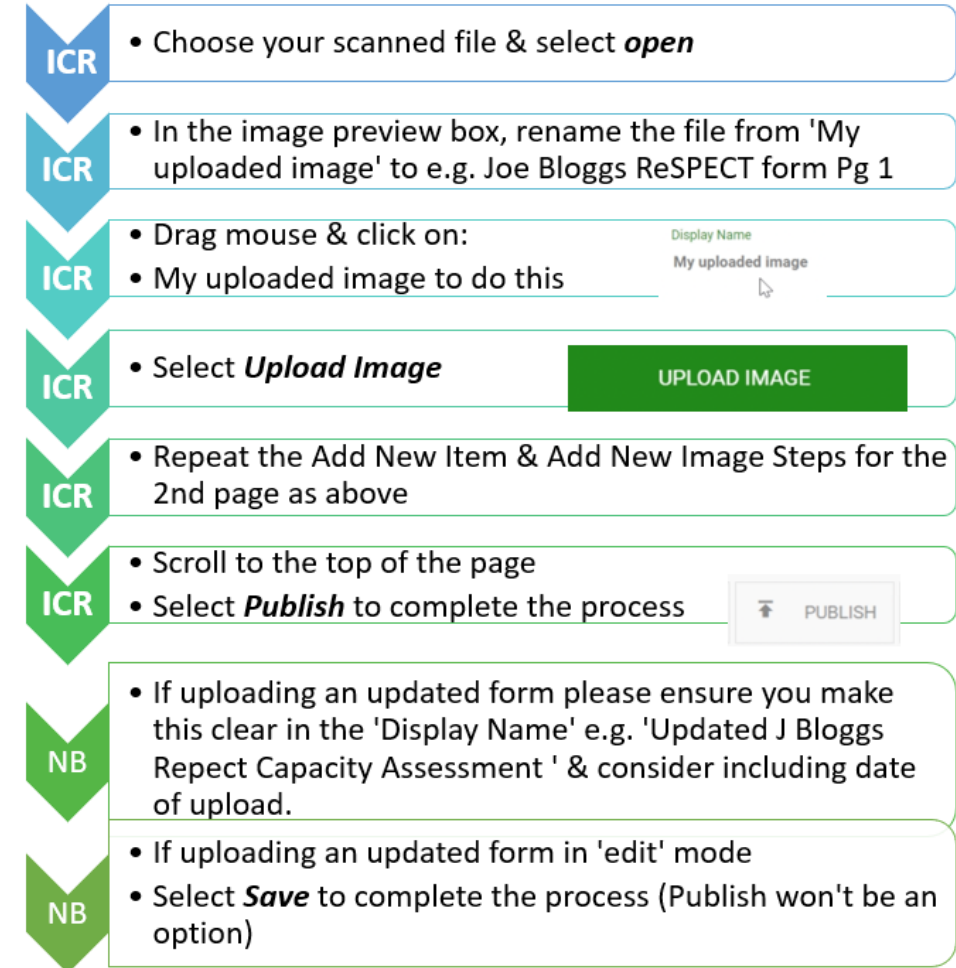
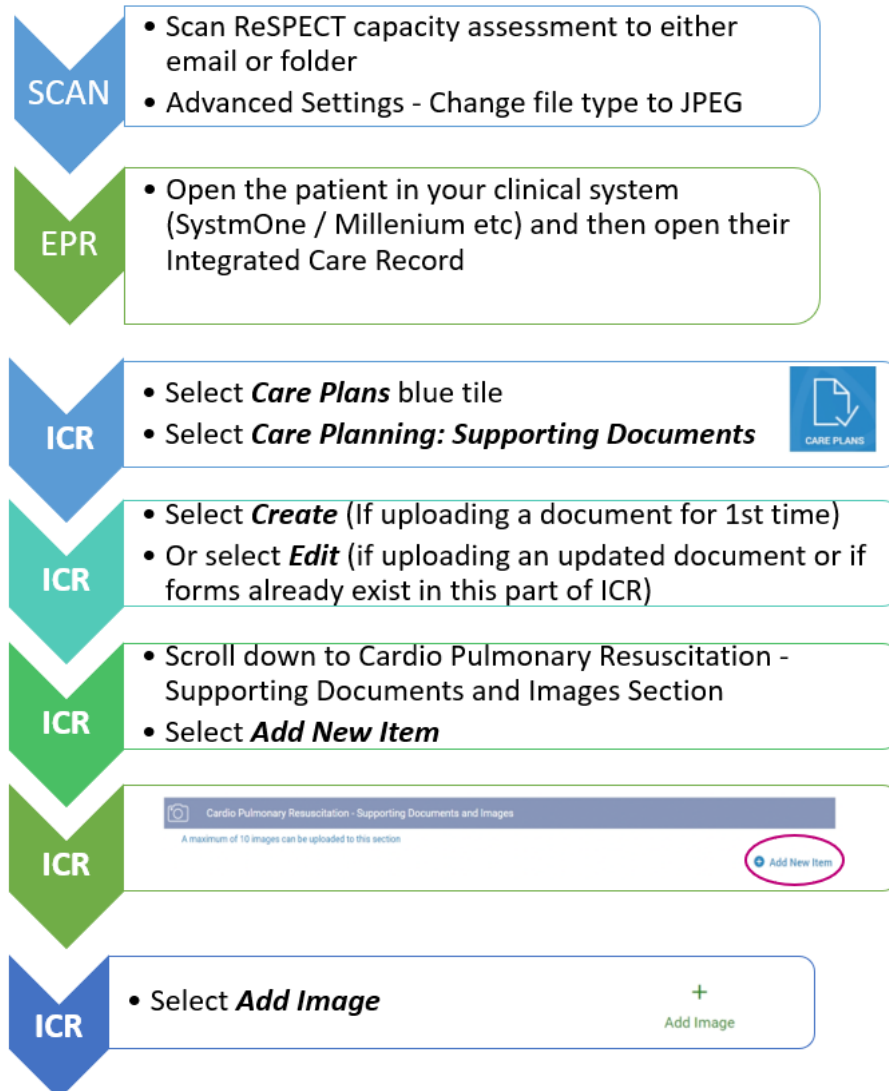
When upon opening the ICR you see a red text saying: Patient declined to have an electronic record

This message appears when a patient has dissented from having their data shared.

If the patient wishes to be opted in, they will need to speak to their GP to add the relevant opt in code (**XaKRv**) into SystmOne.

The GP should add the code using the consultation screen or adding directly via the read code browser in SystmOne. The new code will override the previous one, so they don't need to remove the existing opt out code

Uploading ReSPECT Capacity Assessments





Further info

For more information about how to use our other platforms (such as the EoL ICR) and integrate these systems into primary care admin processes, please check the guides [here](#) (under the EoL ICR tab at the bottom of the page).

If you have any further questions, concerns that the above processes don't fit in to how you currently work, or feedback about any positive or negative experiences with Digital ReSPECT plans then please contact us below:

General queries:

EOL ICR Clinical Team:

gwh.eolicrcf@nhs.net

Technical/Access queries:

Karolina Fulluck – BSW ICB Project
Manager – karolina.fulluck@nhs.net

Policy queries:

Dr Natasha Wiggins - Palliative
Medicine Consultant, and BSW Digital
Lead for Palliative and End of Life Care
- natasha.wiggins1@nhs.net