

## 4.1 Independence and Informed Choice Decision Making Policy and Procedure

Procedures number:	4.1	Version:	1.0
Drafted by:	ML, BV	Endorsed by Board on:	17/6/2020
Responsible person:	EO	Scheduled review date:	June 2021

### PURPOSE

Interchange IE policy is underpinned by International, National and State obligations, in relation to the human rights of people with disabilities; Article 12 of the United Nations Convention on the Rights of Persons with Disabilities is the critical driver behind supported decision-making.

Interchange IE will provide support and opportunity for all participants, families/carers to make informed choices, exercise control and maximise their independence relating to the supports provided.

Quality decision-making will underpin the long-term effectiveness of participant supports and agreements. It facilitates the achievement of strategic goals, maximises participant involvement, ensures collaboration with participant families/carers, enhances participant outcomes and encourages the wellbeing and productivity of staff and volunteers.

### SCOPE

This policy applies to all Interchange IE participants and their families/carers, accessing our services, staff and volunteers.

### POLICY

This policy refers to situations where a participant has decision-making capacity, unless proven otherwise, and acknowledges that each participant's capacity varies for each decision and situation. All participants have the dignity of risk to make their own decisions.

In instances where a participant's decision-making capacity is limited this policy provides direction regarding the determination of capacity and consent, supporting and facilitating decision-making on behalf of the participant, where required.

This policy mitigates the risk of decisions being made about a participant's life without their involvement or against their actual or anticipated wishes. Decisions are only to be made with the consent of the participant or where appropriate their representative e.g. family, carer or advocate.

Interchange IE puts choice and control primarily in the hands of people with disabilities, their families and carers or advocates.

Interchange IE will provide information in an Easy Read format for participants who require this communication style and will provide translated materials and/or the support of an interpreter as relevant.

## 4.1 Independence and Informed Choice Decision Making Policy and Procedure

### Definition

Terminology	Definition
<b>Decision-making</b>	<ul style="list-style-type: none"> <li>• The action or process of making important decisions.</li> <li>• Process of identifying and choosing alternatives based on the values, preferences and beliefs of the decision-maker.</li> </ul>
<b>Informed choice</b>	<ul style="list-style-type: none"> <li>• A person chooses services based on quality information that has been provided to them that meets their individualised communication needs.</li> </ul>
<b>Dignity of risk</b>	<ul style="list-style-type: none"> <li>• The right to take risks when engaging in life experiences and the right to fail in taking these risks.</li> </ul>
<b>Advocate</b>	<ul style="list-style-type: none"> <li>• A person who represents a participant's issues, preferences or circumstances when the participant is unable to do so.</li> </ul>
<b>Autonomy</b>	<ul style="list-style-type: none"> <li>• The capacity to decide for oneself and pursue a course of action in one's life.</li> </ul>

## PROCEDURE

### Advocate

Interchange IE will inform all participants from their first contact with Interchange IE that they have the right to access an advocate (including an independent advocate) of their choosing. They will be advised that it is their right to have the advocate present at any time that they are in contact with Interchange IE.

### Decision-making and choice

During the development of the Service Agreement and Support Plan and all relevant interactions with each participant, their family or carer.

Interchange will:

- inform the participant, their family/carer or their advocate, of their options regarding their supports
- advise the participants, their family/carer or their advocate, of any risks to themselves or others regarding their options
- consult and collaborate with the participant, their family/carer or their advocate, by providing current and relevant information to allow the participant to make decisions
- allow the participant enough time to absorb and understand all relevant information before and during the decision-making process

## 4.1 Independence and Informed Choice Decision Making Policy and Procedure

- provide information in an Easy Read format when requested
- undertake review meetings where the participant, family/carer and advocates have input
- plan with the participant, family/carer and advocates when the participant decides to exit from Interchange IE.

Interchange IE recognises that participants have the right to dignity of risk in their decision-making.

Participants will be advised of the:

- various relevant options that may support their needs, before any decisions are made
- benefits of each relevant option
- risks, if any, linked to each relevant option

Participants will be provided time to absorb information and make the appropriate decisions based on the risks involved. If the participant wishes to undertake an activity that has been deemed by Interchange IE as a risk to the health and safety of the participant, then our staff will:

- inform the participant that if they wish to continue that it is their choice
- develop a Risk Management Plan to identify and reduce the possible risks
- keep notes in the participant's file recording the participant was informed that the activity had identified risks and could be dangerous
- Interchange IE reserves the right to prioritise duty of care over dignity of risk if the degree of risk involved in the participants preferred activity is too extreme

### **Autonomy**

All participants have the right to autonomy, and all staff will respect this. Participants can make decisions for themselves and pursue the actions that they determine. Participants have the right to make choices based on who they are and what they want to do. Support workers must allow the participant their right to intimacy and sexual expression (in the context of lawful behavior and the support workers degree of professional capacity and comfort).

### **Time**

Interchange IE recognises that the participant may require time to make some decisions so they can review the various options available to them. Participants may also need to seek advice from their networks and relevant stakeholders. Staff must not rush participants at any stage during the support provision and decision-making process.

## Management of Hazardous Waste Policy & Procedure

### RELEVANT LEGISLATION AND POLICIES

National Disability Insurance Scheme (Practice Standards and Quality Indicators) 2018

United Nations Convention on the Rights of Persons with Disabilities

### RELATED DOCUMENTS

Access to Supports Policy and Procedure

Easy Read Rights Document

Responsive Support Provision and Support Management Policy and Procedure

Risk Management Plan

Service Agreement

Support Plan

Individualised Support – Customer Experience Policy

Transition, Access or Exit Policy and Procedure