| **Define decision** | We are making a decision with you about X.  
*Is this a good time to do that? Should anyone else be involved?* |
|---------------------|------------------------------------------------------------------|
| **Explain situation** | Can we start by talking about your health problems/situation?  
*Can you tell me what you know already?*  
*Do you have any worries or questions I can help with?* |
| **Consider options** | We will talk about available options and the likely benefits, risks or harms.  
*We need to work out what option is the best one for you.*  
*Each of them has pros and cons.*  
*You might choose to wait and see what happens.* |
| **Invite views** | I would like to know what matters to you (your relative) in general.  
That is important in making good decisions with you. |
| **Decide together** | Thinking about what we can do and what’s important for you; can I ask:  
*What do you think the best option might be?*  
*What do you think she would say, if we could ask her?*  
Would it help if I suggest a way forward and explain what might happen? |
| **Evaluate decision** | You think the best option is Y, because… Is that right?  
*Are you clear about what that means for you?*  
*Do you want to think about it, and we can talk again later?*  
[K Boyd, Dec 2020] |