Dear GP Practice

As part of our unscheduled care programme we have been developing our GG&C approach for Anticipatory Care seeking to standardise the development and sharing of ACPs, with the aim of increasing the number of ACPs available to support individuals and the decision making process at a time of crisis.

This resulted in the development of a draft Standard Operating Procedure via short life working group. The draft SOP was shared via our governance routes including the Clinical Advisory Group and the LMC, following which some changes were made around consent etc.  No further comments were received following initial revisions/amendments. The revised SOP was then presented to the GGC Quality Strategy Oversight Group for approval.

We are pleased to advise that the Standard Operating Procedure (version 1) is now approved and being launched throughout February 2022 for implementation.  The SOP is very comprehensive with a quick guide to support navigation and can be accessed via the [ACP Resources Page](https://www.nhsggc.org.uk/your-health/health-services/planning-care/acp-documents-and-resources/) or via the links below:

[Anticipatory Care Planning - Standing Operating Procedure (Full)](https://www.nhsggc.org.uk/media/271146/ggc-acp-sop-v10-feb-2022.pdf)

[Anticipatory Care Planning - Standing Operating Procedure (Summary Guide)](https://www.nhsggc.org.uk/media/271143/acp-sop-summary-v10-feb-2022.pdf)

We hope existing and newly recruited staff, managers, GPs and Nursing/Care Homes will find the SOP helpfully provides guidance around ACP conversation initiation, use of the [ACP Summary document](https://www.nhsggc.org.uk/media/269547/interactive-acp-summary-pdf-sept-2021.pdf), [saving to Clinical Portal](https://www.nhsggc.org.uk/media/261531/acp-summary-user-guide-v1-1.pdf) and KIS.  [Example ACP Summaries](https://www.nhsggc.org.uk/your-health/health-services/planning-care/acp-documents-and-resources/) are also included providing extra support.

Post implementation surveys will be issued during the next year to assist us with developing a revised SOP taking on board comments and learning.  If you have any comments you wish to share out with the surveys please contact [ACPSupport@ggc.scot.nhs.uk](mailto:ACPSupport@ggc.scot.nhs.uk)

To compliment the SOP we are now developing a Quality Assurance approach via a SLWG as we recognise the quality of the information held within the ACP is critical in driving the use and adoption of this document across primary, community and acute sectors and wider stakeholders including SAS.

Apologies if you have received this is via a number of networks.

Many thanks for your support

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