

Capacity Assessment plan - Checklist

- ✓ What is the decision to be made?
- ✓ Why does it need to be made?
- ✓ When does it need to be made?
- ✓ Am I the best person to undertake this assessment?
- ✓ Do I know the person well enough – their condition; behaviour; any specific matters that may affect how I approach the assessment with them?
- ✓ Should I co-work with anyone else? Who should this be?
- ✓ What is the best time of day for the person? Why?
- ✓ Where should the assessment take place? Why?
- ✓ What arrangements may need to be in place for the person to participate?
- ✓ How does the person communicate?
- ✓ Do I need an interpreter?
- ✓ How will I explain the process to the person?
- ✓ What information does the person need to understand in order to make the decision for themselves?
- ✓ Who has provided this information?
- ✓ How will I present it to the person?
- ✓ Do I need any aids or equipment to help me to communicate with the person?
- ✓ How much time have I set aside for this assessment?
- ✓ How will the outcome be explained to the person?
- ✓ How will I record the outcome?
- ✓ Who will I share this with?