

Voluntary Assisted Dying

Policy and Procedure

1. Policy Statement

- 1.1. Hartley Lifecare acknowledges the legal right of eligible individuals to access Voluntary Assisted Dying (VAD) under the ACT's Voluntary Assisted Dying Act 2024. Hartley Lifecare will engage with all parties in a respectful and compassionate manner when responding to enquiries or requests related to VAD.

2. Purpose

- 2.1. To outline Hartley Lifecare's role in supporting clients with information and access to Voluntary Assisted Dying services.

3. Scope

- 3.1. Applies to all Hartley Lifecare staff, including employees, volunteers, and contractors involved in the delivery of services to Clients.

4. Definitions

Term	Definition
Client	Any person receiving services from Hartley Lifecare
Client Representative	Any person(s) and/or Organisation(s) with the authority to represent a Client. This may include family members, Guardians, advocates, notaries, Public Trustee.
Staff	Any person who is engaged by Hartley Lifecare to deliver services to Clients. This may include employees, volunteers, and contractors.
Voluntary Assisted Dying (VAD)	A lawful process under the <i>ACT Voluntary Assisted Dying Act 2024</i> that enables eligible individuals to voluntarily access medication to end their life in a safe and dignified manner.
Deciding Practitioner	A medical practitioner authorised under the Act who assesses a person's eligibility for VAD and supports them through the decision-making process.
The Substance / Substance Kit	A Schedule 8 medication authorised for use in VAD. When dispensed for self-administration, it is provided in a kit that includes: <ul style="list-style-type: none">• A locked storage box• Supportive medications• Preparation equipment The kit is dispensed by an authorised VAD Pharmacy Service.

5. Principles

- 5.1. Hartley acknowledges the right of all eligible people to choose Voluntary Assisted Dying as an end-of-life care option, and to access VAD services in their home or at other settings without discrimination or obstruction.
- 5.2. Hartley facilitates clients access to information about VAD; and access to VAD services.
- 5.3. Hartley will continue to provide support to clients accessing VAD services.
- 5.4. Hartley will consider the needs, wellbeing, and privacy of other residents while facilitating a client's access to VAD services.
- 5.5. Hartley respects requests from staff not to be involved VAD processes, while also ensuring clients' access to VAD services is not impeded.
- 5.6. Hartley Lifecare respects the privacy of clients accessing VAD services and maintains the confidentiality of information related to client's access of VAD services.

6. Procedures

6.1. Responding to Client Enquiries

- Staff must respond to any client enquiry about VAD in a respectful and compassionate manner. Staff must not obstruct or discourage clients from accessing VAD services.
- If a staff member has a conscientious objection, they must take all steps to ensure that the Client has access to information about VAD and access to VAD services.

6.2. If a client requests information or access to VAD services staff must:

- Provide the contact details for the VAD CNS in writing within 2 business days.
- Offer assistance to contact the VAD CNS, if needed (e.g. using a phone, email, interpreter, or support person).
- Allow reasonable access for authorised practitioners or VAD CNS staff to meet with the client at their home or at a Hartley facility.
- Support the client to access VAD information, discussions, and appointments at another location if so desired.

6.3. If the individual is deemed eligible for VAD as determined by VAD CNS, Hartley will support the individual to go through the VAD process as per VAD CNS procedures.

6.4. Respecting Staff Beliefs

- Staff who have a conscientious objection to VAD must inform their line Manager.
- Hartley will ensure these staff are not required to participate in VAD-related activities.
- Managers must ensure that alternative staff are available to support the client's access to VAD information and services.

6.5. Protecting Privacy and Confidentiality

- Staff must ensure that all VAD-related discussions and documentation are handled confidentially.
- Information about a client's interest in or access to VAD must not be shared with other parties without the client's consent, except where required by law.
- Staff should facilitate private spaces for VAD-related conversations in the home and ensure secure storage of any related information.

6.6. Documentation and Reporting

- Staff must document any VAD-related enquiry or action in the client's records.
- If the client chooses to self-administer the substance, Staff must record that the client has the substance in the client's medication folder.

7. Roles and Responsibilities

7.1. Disability Support Workers

- provide continuity of care.
- assist clients to contact and access VAD services.
- maintain documents and records.
- notify their manager if they have a conscientious objection.

7.2. Supervisors

- coordinate client appointments and access to services.
- ensure staff are informed about the Clients VAD services.

7.3. Disability Program Manager

- oversees the implementation of the VAD policy.
- engage with other residents and families in shared living environments.
- coordinate debriefing and bereavement supports.

8. Review Procedures

- 8.1. Hartley Lifecare may make future changes to this policy to improve the effectiveness of its operation and ensure compliance with relevant legislation. Feedback on this policy can be directed to the Quality Manager at any time. Whilst feedback is welcome, it may not necessarily lead to a change in the policy.

9. References and Acknowledgements

- Voluntary Assisted Dying Act 2024 (ACT)
- Voluntary Assisted Dying Regulations 2025
- Human Rights Act 2004 (ACT)
- Voluntary Assisted Dying Health and Care Facility Guidance

Hartley Policies and Procedures

- Decision-Making and Choice
- Supported Decision-Making
- Safeguarding
- Dignity and respect
- Privacy and confidentiality
- Duty of Care to Clients
- Medication Administration and Management
- Possible Death of a Client.

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