

Current care instruction card

Confirm this card with the participant and person responsible for the source. Use it to find the full current instructions. It does not replace the plan, worker preparation or an agreed immediate response route.

Current care instruction aid for [name or agreed reference] - [support task]

Prepared with [participant / chosen decision support / representative and scope, where relevant]

Source confirmed by [responsible practitioner or provider / role / contact] on [date]

Full source [title / author or provider / version or reference if supplied]

Source applies from [confirmed date or timing / if unclear, who is clarifying it]

Card version or local reference [ID / revision] - card checked on [date]

Working-copy updates accepted by [person or role / contact]

Agreed reminder or pointer [wording confirmed against the source; do not invent or alter clinical steps]

Full current instructions [exact private location / link or labelled folder / how the intended worker opens them]

Offline access if needed [current controlled copy / location / who replaces it and how changes reach this copy]

If a copy conflicts, is missing or cannot be opened, contact [responsible person / appropriate clinical contact / fallback] before the affected task.

Necessary support while clarification is pending [confirmed safe arrangement / who is arranging it]. Do not guess an instruction or leave the person unsupported.

For an urgent concern use [agreed immediate or emergency route]. Do not wait for an ordinary message reply.

After a change [who replaces working copies / tells affected workers / checks access, understanding and any required training before use]

This card supports coordination. It does not replace the full relevant source, worker preparation or professional records.

Hand over a change to care instructions

Adapt this message for the people providing the affected support. Confirm who has accepted the next actions and check that workers can use the current source before the affected work.

Subject: [support task] - confirmed change to [source / reference], applies from [date or timing]

Hi [worker / provider / relevant contact],

[Responsible practitioner or provider] has confirmed [full source title / author / version or reference if supplied] for [name or agreed reference / support task]. It applies from [confirmed timing].

Please review the full instructions at [exact private location and agreed access method]. The confirmed change to discuss is [brief explanation / relevant section; do not rewrite clinical steps].

[Previous reference] is [superseded from the confirmed time / still current until then]. [Person who accepted the work] will replace the relevant working copies at [locations, including offline copies and any card]. Required historical records stay in their appropriate system.

Before the affected support, please confirm access and discuss the change with [responsible person / agreed point]. [Person or organisation] will arrange any required instruction, training, supervision or competency check.

Still unresolved [gap / person who accepted the next action, or not yet agreed / date or trigger / next check]. Necessary support while clarified [confirmed safe arrangement / person arranging it].

If the instructions conflict or access fails, use [appropriate contact / availability / fallback] before the affected task. For an urgent concern use [agreed immediate or emergency route]; do not wait for an ordinary reply.

Please confirm the result to [contact], including any working copy or worker still needing follow-up.

Thanks, [name and role]