

# Your GMCR EPaCCS quick start guide



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## Overview

Creating a GMCR EPaCCS (Electronic Palliative Care Coordination System) is typically the responsibility of the clinician who has identified the individual as being within their last year of life and has started future care planning and preferences conversation with the individual and those important to them.

Although commonly initiated by a GP or consultant, a GMCR EPaCCS can be created, with the person's consent, by any trained clinician, who has access to the GM Care Record.

Although some fields are mandatory, a GMCR EPaCCS does not need all fields to be completed once started.

You can just fill out the fields relevant to your role or based on the information you have.

However, explicit consent from the individual or their representative is required to create an EPaCCS.

The creation of a GMCR EPaCCS involves documenting key information such as:

- informal carer/family information
- lasting power of attorney details
- diagnosis and prognosis information
- special requirements
- preferred place of care
- preferred place of death
- advance care planning information
- anticipatory medication information
- cardio-pulmonary resuscitation information
- life-sustaining treatment information
- bereavement concerns



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Setting up a GMCR EPaCCS involves several key steps to ensure the person's care information is accurately recorded and accessible to all relevant healthcare professionals.

## Here are the main steps:

- Start the conversation
- Obtain consent
- Access GMCR EPaCCS
- Create a GMCR EPaCCS
- Document key information
- Finalise GMCR EPaCCS

Let's look at these steps in more detail on the following pages.

*Note: you don't have to complete all fields within the GMCR EPaCCS to create it.*



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## Start the conversation

Once an individual has been identified as likely to be in their last year of life, discussions should be initiated with them to understand their wishes and preferences.

A GMCR EPaCCS should then be created, with the individual's consent, to share this key information with other professionals.

This can be done by clinicians from any setting that has GMCR access and is trained to complete an EPaCCS.

## Obtain consent

Consent from the individual is required to create a GMCR EPaCCS to ensure information is shared with their approval.

If they do not have capacity to provide consent then the principles of Mental Capacity Act should be followed.

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## Accessing GMCR EPaCCS

Login to the GMCR (for details on how to access the GMCR see lesson 3 of GMCR interactive learning site [here](#))

Click on the 'Care Plans' tile.

Click on the 'End of Life' (EPaCCS) tile to open a new care plan or to edit an existing GMCR EPaCCS.

## Create a GMCR EPaCCS

The stages within the GMCR EPaCCS is based on GSF/ Prognosis Stages to share key information at different stages of the individual's last year or so of life.

Click 'Create' to get started and add the individual's information and preferences. Mandatory fields are highlighted with a red asterisk.

Once all the required sections have been completed click on 'Return to top' anchor, click on the 'Save' button to publish the care plan.

## Document key information

Enter all key information, see page 2 for details.

*Mandatory fields are marked with a red asterisk\**

*Note: you don't have to complete all fields within the GMCR EPaCCS to create it.*

## Update and refine

GMCR EPaCCS allows for continuous refinement, enabling healthcare professionals to update the information as needed. This ensures the person's wishes are captured, shared, and respected throughout their care journey.

## Finalise GMCR EPaCCS

The GMCR EPaCCS should be finalised within the setting that the patient died in, by a member of staff who has been trained to complete EPaCCS.

*Step by step guides on creating, updating and finalising GMCR EPaCCS forms can be found [here](#).*

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## For more information and support

For more information visit the FAQs [here](#)

Click [here](#) to find out how Health Innovation Manchester can support GMCR EPaCCS implementation in your locality.

For more training and support or technical queries contact: [nhsgm.gmcrproductteam@nhs.net](mailto:nhsgm.gmcrproductteam@nhs.net)

To report technical issues contact your local IT helpdesk.

Click [here](#) for more useful resources.



For a more in-depth step by step video guides to creating and editing a GMCR EPaCCS follow this [link](#)