

Checklist for Queensland Civil and Administrative Tribunal Decisions to be uploaded to The Viewer

The Statewide Office of Advance Care Planning (ACP) can upload the following documents to The Viewer:

- Advance Health Directive (AHD)
- Enduring Power of Attorney (EPOA) - Short Form and Long Form
- Revocation of EPOA/AHD
- Queensland Civil and Administrative Tribunal (QCAT) Decisions
- Statement of Choices (SoC)

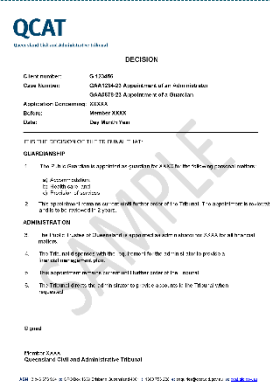
This checklist outlines the steps and standard criteria used by the Statewide Office of ACP to determine eligibility of a QCAT Decision for upload to The Viewer. The criteria align with administrative requirements and supports clinicians to have access to quality documents.

Prior to sending copies of QCAT Decisions to the Statewide Office of ACP, you are encouraged to check that they are legible and meet uploading criteria. Please send all pages of the document to us and include the person's name and date of birth or their service ID sticker. This will help the Office to upload the document in a timely manner to the correct patient's record. If issues are identified that prevent uploading of the documents, you (as the sender) will be notified. You may be able to address these issues.

Note: The Statewide Office of ACP will check completion against standard criteria; however, **the Office is not responsible for confirming the content** of QCAT Decisions uploaded to The Viewer. Use of QCAT Decisions on The Viewer must be in accordance with Queensland legislation.

1. Queensland Civil and Administrative Tribunal Decisions

The following steps show the criteria used by the Statewide Office of ACP to review a QCAT Decision and determine if it is eligible to be uploaded to The Viewer.



Step 1:

All the following are satisfied:

- The document is legible
- The document is dated
- The personal details are provided to enable identification of the person the QCAT Decision is for
- If the document is an interstate Guardianship Decision, it includes recognition of the Decision by QCAT
- A signature and seal are present on the Decision

Step 2:

- All pages of the QCAT Decision are included.

If Step 1 and Step 2 criteria are met, the document can be uploaded to The Viewer.