

Being a contact person

Voluntary assisted dying



This checklist may help you complete your role as a contact person for someone accessing voluntary assisted dying.

It outlines the steps you need to take and the supporting documents available that can help you in your role.

You can ☒ check items off as you complete them.

You do not need to use this checklist if you do not want to. You also do not need to show it to the person accessing voluntary assisted dying or their coordinating doctor.

Requirements of all contact persons

Accepting the role

Steps
<input type="checkbox"/> Have a conversation with the person about being their contact person.
<input type="checkbox"/> Read the <i>Being a contact person</i> information provided by the person's coordinating doctor.
Make sure to understand the role of a contact person.
<input type="checkbox"/> If you have any questions or concerns, you can contact the Queensland Voluntary Assisted Dying (QVAD) Support and Pharmacy Service or the person's coordinating doctor.
Confirm your eligibility to be a contact person:
<input type="checkbox"/> <ul style="list-style-type: none"> You must be over 18. You must agree to be the contact person.
<input type="checkbox"/> Complete <i>Form 8: Contact Person Appointment Form</i> with the person accessing voluntary assisted dying.
<input type="checkbox"/> Ensure the person accessing voluntary assisted dying given the <i>Form 8: Contact Person Appointment Form</i> to the coordinating doctor.
<input type="checkbox"/> Confirm how to contact the person's coordinating doctor when the person dies.

Voluntary Assisted Dying Review Board questions

This section may apply at any stage **after** the person has died.

Steps	Timeframe
<input type="checkbox"/> Answer any questions that the Review Board asks you.	This request may occur at any stage after the person has died

MORE INFORMATION

health.qld.gov.au/vad



**Queensland
Government**

Self-administration decision: Contact person requirements

This section applies if the person has made a **self-administration decision**.

Self-administration decision

Steps

Check that the Voluntary Assisted Dying Review Board (the Review Board) has contacted you and provided you with information on:



- your responsibility to give any remaining or unused substance to an authorised disposer
- the support services available to you.

Contact the person's coordinating doctor or QVAD Support and Pharmacy Service if this has not been sent to you.

Revocation of a self-administration decision

Steps

Timeframe



Return any remaining substance to an authorised disposer (pharmacist). For help finding a pharmacist, contact Support and Pharmacy Service (*see page 4 for contact information*).

As soon as possible, and in all circumstances within 14 days

After the person dies

Steps

Timeframe



Tell the coordinating doctor that the person has died from self-administering the substance or another cause.
The coordinating doctor will tell you how you can notify them.

Within **two business days** from when you become aware of the person's death



Return any remaining substance to an authorised disposer (pharmacist). If you have any trouble finding a pharmacist, you can contact QVAD Support and Pharmacy Service.

As soon as possible, and in all circumstances within 14 days

THIS APPLIES ONLY TO A CONTACT PERSON FOR A PERSON FOR A SELF-ADMINISTRATION DECISION

It is the legal responsibility of the contact person to return any unused or remaining voluntary assisted dying substance to a pharmacy. The pharmacy will ensure the substance is safely disposed of.

This **MUST** be done **as soon as possible**, and in all circumstances within 14 days after the day:

- the person dies (if there is any unused or remaining substance), OR
- the person revokes their self-administration decision.

If the substance is not returned, significant financial penalties may apply.

A staff member from QVAD Support and Pharmacy Service may contact you within the 14-day period to remind you about your responsibility to return the voluntary assisted dying substance.

MORE INFORMATION

health.qld.gov.au/vad

Practitioner administration: Contact person requirements

This section applies if the person has made a practitioner administration decision.

After the person dies

Steps	Timeframe
<input type="checkbox"/> Inform the coordinating doctor if the person has died from a cause other than administration of the voluntary assisted dying substance. The coordinating doctor will tell you how you can notify them.	Within two business days from when you become aware of the person's death

Support

You do not need to do this on your own. Help is available. When someone is dying or has died it can be a very stressful time. Grief is different for everyone. There is no right way to feel when experiencing loss or helping someone through the voluntary assisted dying process. Grief can be complex, and it can also start before someone dies.

If grief or your involvement supporting someone through the voluntary assisted dying process is affecting your physical or mental wellbeing, you might consider speaking to your doctor or other healthcare worker (for example, a psychologist). Asking for help is okay. Different people will need and want different levels of support.

Queensland Voluntary Assisted Dying Support and Pharmacy Service

QVAD Support and Pharmacy Service is a statewide service that supports the delivery of voluntary assisted dying across Queensland.

QVAD Support and Pharmacy Service ensures all eligible Queenslanders seeking access to voluntary assisted dying, and those involved in their care, receive compassionate, professional, safe, and timely support.

You can contact QVAD Support and Pharmacy Service if you have any questions about:

- voluntary assisted dying
- your role as the contact person
- your responsibilities about returning any unused or remaining voluntary assisted dying substance.

QVAD Support and Pharmacy Service

Phone: 1800 431 371

Monday to Friday, 8:30am – 4pm
(excluding public holidays)

Email: QVADSupport@health.qld.gov.au

Other support resources

- [When someone dies: A practical guide for family and friends](#)
- [During sad news and sorry business: information and practical ideas for First Nations peoples about things to do before and after an adult passes away in Queensland](#)

24/7 crisis services

- Mental Health Access Line call 1300 64 22 55 (24/7)
- Lifeline call 13 11 14 (24/7 – phone, text, online)
- Suicide Call Back Service call 1300 659 467 (24/7 – phone and online)

Support services

- Beyond Blue call 1300 22 4636 (24/7 – phone, online)
- Griefline call 1300 845 745 (6am to midnight AEST, 7 days a week)
- Queensland Transcultural Mental Health Centre call 3317 1234 or 1800 188 189 (outside Brisbane) or 1300 64 22 55 (24/7)
- World Wellness Group (multicultural support) call 1300 079 020
- 13YARN (13 92 76) for Aboriginal and Torres Strait Islander people

For more information and support visit www.qld.gov.au/health/mental-health/help-lines.



Help in your language

For help reading this information call:

- Multicultural Connect Line free hotline number: 1300 079 020
- Interpreter Service (Help with English): 13 QGOV (13 74 68) and ask for an interpreter
- Translating and Interpreting Service: 13 14 50

MORE INFORMATION

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