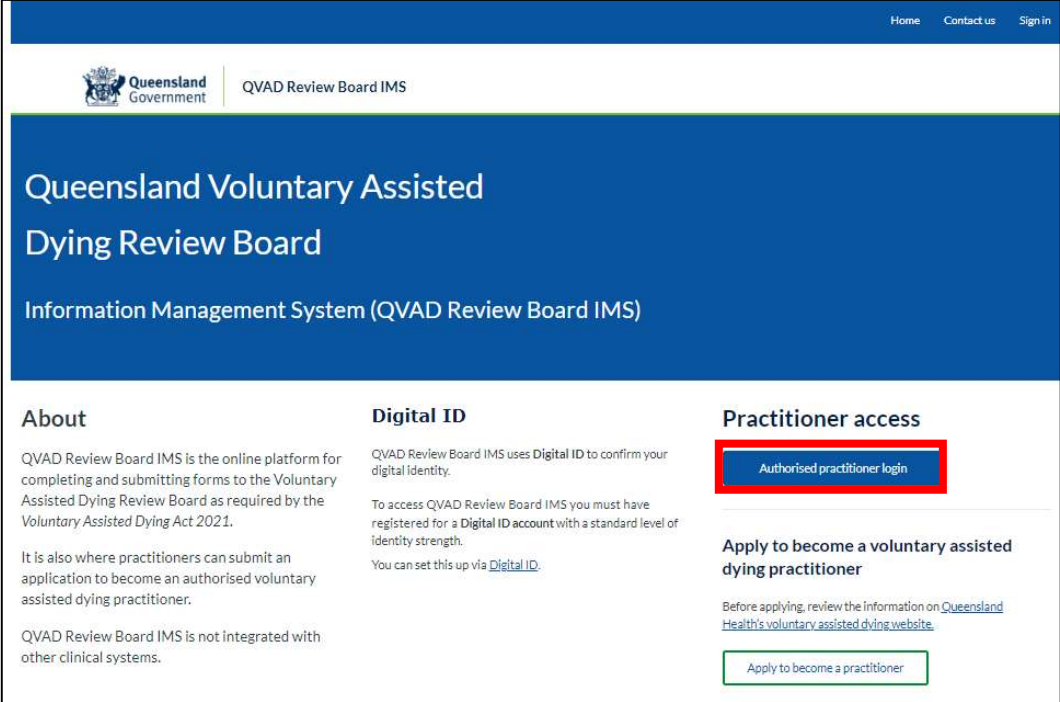


This quick reference guide details step-by-step processes for the Queensland Voluntary Assisted Dying Review Board IMS (QVAD Review Board IMS) Practitioner Portal. This will step you through how to log in, submit an approved form and view your active cases.

Contents

<u>Log in as an authorised practitioner</u>	2
<u>Start a new case</u>	3
<u>View your active cases</u>	7
<u>Submit Form 2 - Consulting Assessment Referral Acceptance or Refusal Form and Form 3 - Consulting Assessment Record Form</u>	10
<u>Submit forms that are manually completed by the person seeking to access VAD - Form 4 and 8</u>	12
<u>Complete and submit Form 11 - Practitioner Administration Form</u>	19
<u>Update my practitioner details</u>	21
<i>From the homepage</i>	22
<i>When completing an approved form</i>	24
<u>Edit a partially completed form</u>	26
<u>Delete a partially completed form</u>	27
<u>Withdraw a request for a person</u>	28
<u>Update the person’s details</u>	31
<u>Download a PDF copy of a submitted form</u>	33
<u>View and download a copy of supporting documents and notes</u>	34
<u>Frequently asked questions</u>	35
<u>Why can’t I verify my identity through my Digital ID?</u>	35
<u>Why can’t I verify my Ahpra registration?</u>	35
<u>What if I find an error on a form that I have submitted?</u>	35
<u>Can forms that are manually completed by the person or witness be emailed?</u>	35
<u>Which submitted forms do I need to provide to the person accessing voluntary assisted dying?</u>	35
<u>What supporting documentation should be submitted with approved forms?</u>	36
<u>Do I need to complete a Form 16 - Notification of Death if I am the administering practitioner?</u>	36
<u>What forms do I need to submit when?</u>	37

Log in as an authorised practitioner

Step 1	<p>Select Authorised practitioner login from the QVAD Review Board IMS.</p> 
Step 2	<p>Validate your login details using Digital ID by entering the email address linked to your Digital ID account and entering the verification code sent to your phone.</p>
Step 3	<p>Once you have logged in, the Authorised practitioner portal (the portal) home page will be displayed.</p>



Welcome to the Queensland Voluntary Assisted Dying Review Board

Information Management System (QVAD Review Board IMS)

What do you want to do



Submit a first assessment record



Manage an existing VAD Case



Search for a VAD Case



Update my profile and
contact details










Practitioner Registration



Update a VAD Person's
contact details

Start a new case

<p>Step 1</p>	<p>Log in to the QVAD Review Board IMS and select Submit a first assessment record on the portal home page.</p> <div data-bbox="344 383 1356 1077"><p>Welcome to the Queensland Voluntary Assisted Dying Review Board</p><p>Information Management System (QVAD Review Board IMS)</p><p>What do you want to do</p><div data-bbox="352 689 1348 1070"><div data-bbox="352 689 668 853"><p>Submit a first assessment record</p></div><div data-bbox="692 689 1007 853"><p>Manage an existing VAD Case</p></div><div data-bbox="1031 689 1345 853"><p>Search for a VAD Case</p></div><div data-bbox="352 880 668 1070"><p>Update my profile and contact details</p></div><div data-bbox="692 880 1007 1070"><p>Practitioner Registration</p></div><div data-bbox="1031 880 1345 1070"><p>Update a VAD Person's contact details</p></div></div></div>
<p>Step 2</p>	<p>Review the Overview and select Next.</p> <div data-bbox="344 1167 1420 1727"><p>Form 1 – First Assessment Record Form</p><p><i>Section 24 Voluntary Assisted Dying Act 2021 (Qld)</i></p><p>Instructions for completing this form</p><p><u>About this form</u></p><p>Form 1 must be completed by a coordinating practitioner who has accepted a first request for voluntary assisted dying.</p><p><u>Instructions</u></p><p>Within two (2) business days after completing the first assessment*:</p><ul style="list-style-type: none">• complete and submit this form in the QVAD Review Board IMS• include supporting documentation:<ul style="list-style-type: none">◦ a residency exemption, if provided by Queensland Health (mandatory)◦ other supporting documents, e.g., medical summaries, reports or letters (optional).<p>*The first assessment is not completed until the outcomes of any referrals for determination and residency exemption requests are received.</p><p>As soon as practicable, you must:</p><ul style="list-style-type: none">• inform the person of the outcome of the first assessment• give the person a completed copy of this form and any supporting documentation• document the first request acceptance in the person's medical record.<p>Form 1 is required to be given to the Voluntary Assisted Dying Review Board to ensure compliance with the <i>Voluntary Assisted Dying Act 2021</i> (the Act). Under section 24 of the Act, failure to submit the completed form may result in a maximum penalty of 100 penalty units: see https://www.qld.gov.au/law/fines-and-penalties/types-of-fines/sentencing-fines-and-penalties-for-offences for current penalty unit values.</p><p>After you have submitted the form, you can download a copy of it if required.</p><p>For any issues completing this form, or if the person requesting access to voluntary assisted dying has died while this form is in draft, contact the Office of the Voluntary Assisted Dying Review Board by email: VADReviewBoard@health.qld.gov.au.</p><p style="text-align: right;">Next</p></div>
<p>Step 3</p>	<p>Complete the questions. Note anything marked with a red asterisk * is mandatory.</p>

	<div style="text-align: center;">  QVAD Review Board IMS </div> <hr/> <p>1. Person requesting access</p> <p>1.1 Title: <input type="text" value="Select"/></p> <p>1.2 Given name: <input type="text"/></p> <p>1.3 Preferred name(s): <input type="text"/></p> <p>1.4 Family name: * <input type="text"/></p> <p>1.5 Gender: * <input type="text" value="Select"/></p> <p>1.6 Date of birth: * <input type="text" value="DD/MM/YYYY"/></p> <p>2. Contact details</p> <p>2.1 Phone number: * <input type="text"/></p> <p>2.2 Email address: <input type="text"/></p>
<p>Step 4</p>	<p>Select SAVE and NEXT to go to the next page or select Previous to return to a previous page.</p> <div style="text-align: center;"> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> Previous SAVE and NEXT </div> </div>
<p>Step 5</p>	<p>If the first assessment form is not required prior to submitting the form, (for example, the person has withdrawn their request) then the first assessment can be deleted prior to submission. To delete select the Delete Draft Form button at the bottom left of the screen.</p> <div style="text-align: center;"> <div style="border: 1px solid black; padding: 10px; display: inline-block;"> <div style="border: 2px solid red; padding: 5px; display: inline-block; color: red; font-weight: bold;">Delete Draft Form</div> </div> </div>
<p>Step 6</p>	<p>On the <i>Supporting documents and notes</i> screen please note that if the person has a residency exemption or Australian citizen exemption then the appropriate document must be uploaded prior to submission. You can also upload documents that you feel are pertinent to the case to provide to the Voluntary Assisted Dying Review Board (the Review Board).</p> <p>Select Add note/attachments to open the attachment dialog box.</p>

Supporting documents and notes

Please select the Add note / attachments button below to:

- upload documents that support the first assessment
- add commentary with regards the submission of this form.

Supporting documents that must be uploaded:

- If a residency exemption has been provided by Queensland Health, a copy of the exemption
- If an interpreter was used and the interpreter had an exemption from accreditation by Queensland Health, a copy of the exemption
- If referral(s) for determination have been made, a copy of the referral report(s)

Other supporting documents that may be uploaded:

- Documents relating to your decision about the eligibility criteria (including for example medical summaries, reports or letters)

There are no notes to display.



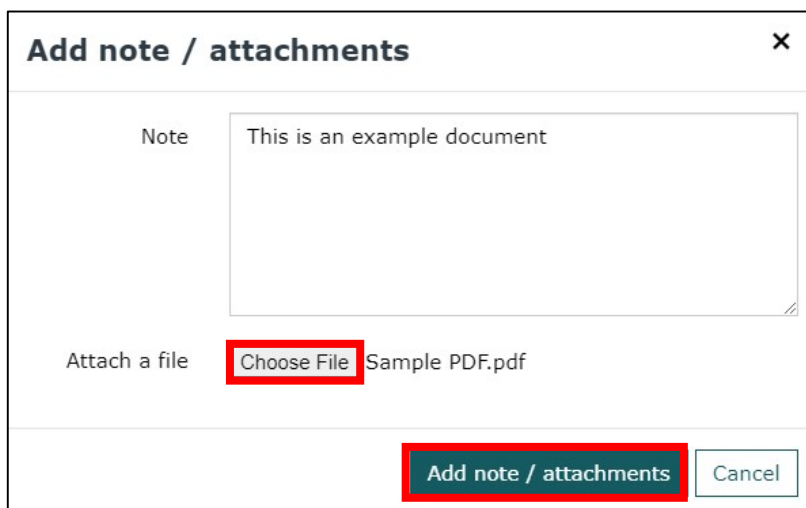
Acceptable File Types are .PDF, .JPG, .JPEG, .PNG.
Maximum File Size is 20 MB

Delete Draft Form

Previous SAVE and NEXT

90%

Select the file to be uploaded via **Choose File** and add any relevant notes. Once the file has been attached select **Add note / attachments**.

A modal dialog box titled "Add note / attachments" with a close button (X) in the top right corner. The dialog contains a text area labeled "Note" with the text "This is an example document". Below the text area is a file selection section labeled "Attach a file" with a "Choose File" button highlighted in red, followed by the text "Sample PDF.pdf". At the bottom right of the dialog are two buttons: "Add note / attachments" (highlighted in red) and "Cancel".

Select **Submit** once all attachments have been added to the Form.

Note: A copy of the submitted form will be available for download. You can use this function to provide a copy of the submitted form to the person requesting voluntary assisted dying. Notes you add or files that you upload are also available for download once the form is submitted.

Step 7

After submission you will automatically be redirected to your current case overview page. Alternatively, select **VAD Cases** to return to your active case view or **Home Page** to return to the portal home page once the form is submitted.

Form has been submitted successfully on: **Fri Oct 25 2024 2:45:20 pm**

You will be redirected automatically to your current case in **5 seconds**

Alternatively, please use below buttons to navigate to other pages

[Home Page](#)[VAD Cases](#)

View your active cases

Step 1

Log in to the QVAD Review Board IMS and select **Manage an existing VAD Case** on the portal home page.

Welcome to the Queensland Voluntary Assisted Dying Review Board Information Management System (QVAD Review Board IMS)

What do you want to do

- Submit a first assessment record
- Manage an existing VAD Case
- Search for a VAD Case
- Update my profile and contact details
- Practitioner Registration
- Update a VAD Person's contact details

Step 2

This view will show all of your active cases and the current status of each case, including cases where you are the coordinating, consulting or administering practitioner.

Home Contact us Example Practitioner

Queensland Government | QVAD Review Board IMS

Home > Menu > VAD Cases

VAD Cases

My VAD Cases -

VAD Case ↓	VAD Person	Coordinating Practitioner	Consulting Practitioner	Administering Practitioner	Case Status	Date of First Request
VCASE-1308	Fern Form	Peter Practitioner	Profile Name	Example Practitioner	Active	01/03/2023
VCASE-1303	Janice Smith	Example Practitioner		Example Practitioner	Active	01/03/2023
VCASE-1201	Trevor Test	Aaron Low	Example Practitioner	Robert Reed	Active	04/01/2023

Step 3

Select the **VAD case ID** to view details of the case.

VAD Cases						
My VAD Cases -						
VAD Case ↓	VAD Person	Coordinating Practitioner	Consulting Practitioner	Administering Practitioner	Case Status	First Request Date
VCASE-1508	John Example	Profile Name			Active	01/05/2023

Step 4 The detailed case view will display. This view includes four sections on the one page. The *first section* of the view displays summary information about the case.

Edit VAD Case			
Information			
VAD Case	VAD Person	VAD Person Title	First Request Date
VCASE-1508	John Example	—	01/05/2023
Coordinating Practitioner *	Consulting Practitioner	Case status	Administration Decision
Profile Name	—	Active	—
		Administering Practitioner	—

The *second section* of the view displays the contact person information for the case. This is information that is provided by the person accessing VAD in *Form 8 - Contact Person Appointment Form*.

Contact Person Details	
Title	Date of Birth
—	—
Given Name	Phone Number
—	Provide a telephone number
Family Name	Email Address
—	—

The *third section* of the view is where notes can be added against a VAD case for the VAD Review Board.

Select **Add note** to add notes or upload documents, if required.

VAD case notes
<p>Note Text</p> <p>There are no notes to display.</p> <p>Add note</p>

Type your notes into the text box. Select **Choose File** to upload a file. Select **Add note** to complete the addition.

Add note [X]

Note

Attach a file **Choose File** No file chosen

Add note Cancel

The *fourth section* of the view displays the list of forms that can be submitted via the portal. A **green tick** next to the form shows that the form has been submitted.

The example below shows that only *Form 1 - First Assessment Record Form* has been submitted for this case.

Forms

Form 1 - First assessment

[Form 2 - Consulting referral](#)

Create

Form ID ↓	Status	Submitted On
Form 2 has not been started.		

Each form is available for download once submitted. Select the relevant Form name and select **Download PDF**.

Forms

Form 1 - First assessment

Create

Form ID ↓	Status	Submitted On
VADF-1001656	Submitted	23/05/2023 8:47 AM

Download PDF

Forms that may require supporting documents and notes will display a dropdown for supporting documents and notes provided as a part of form submission to be viewed and downloaded.

Forms

Form 1 - First assessment

Create

Form ID ↓	Status	Submitted On
VADF-1001656	Submitted	23/05/2023 8:47 AM

Download PDF

View documents

Note:

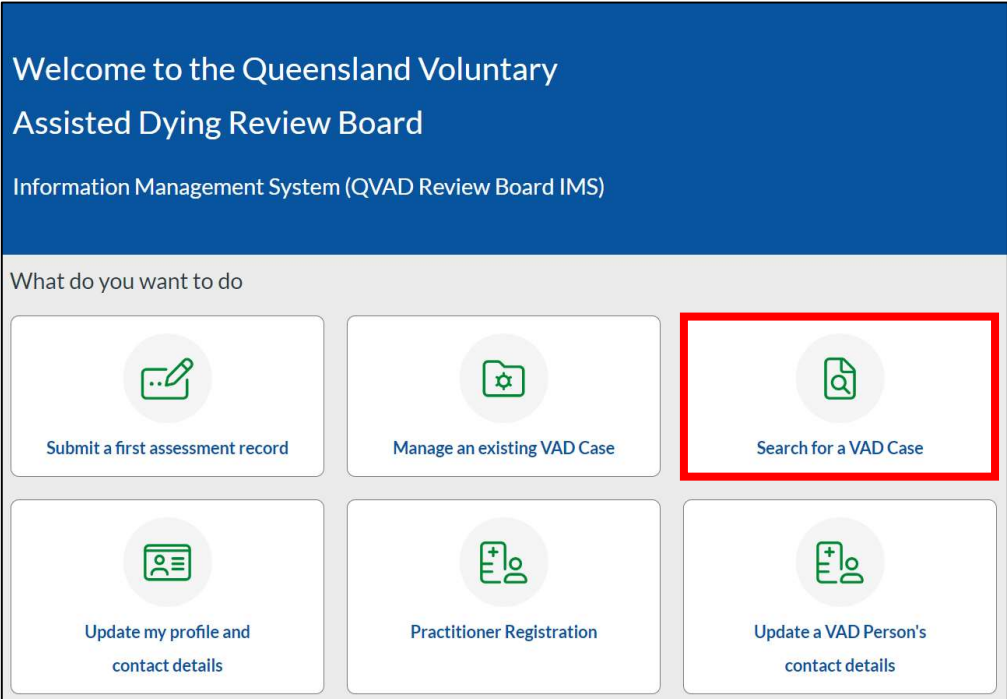
You can download the signed versions of the manual forms once you have uploaded them to the QVAD Review Board IMS. This function is available for:

- *Form 4 - Second Request Form*
- *Form 8 - Contact Person Appointment Form*
- *Form 11 - Practitioner Administration Form.*

Submit Form 2 - Consulting Assessment Referral Acceptance or Refusal Form and Form 3 - Consulting Assessment Record Form

This describes how to navigate QVAD Review Board IMS to complete forms as a consulting practitioner:

- Form 2 - Consulting Assessment Referral Acceptance or Refusal Form
- Form 3 - Consulting Assessment Record Form.

<p>Step 1</p>	<p>Prior to logging in to QVAD Review Board IMS to submit the <i>Consulting Assessment Referral Acceptance or Refusal Form</i> the person accessing VAD's family name and date of birth must be obtained from the coordinating practitioner. These details will be used to search for the relevant VAD case.</p>
<p>Step 2</p>	<p>Select Search for a VAD Case on the portal home page.</p> 
<p>Step 3</p>	<p>Enter the person accessing VAD's family name and date of birth into the search field. The search criteria must be entered in the format: Family name <space> DD/MM/YYYY. The search functionality uses exact match, search criteria must be correctly entered to display the VAD case.</p>

Search VAD Case

Enter Family Name - <space> dd/mm/yyyy (exact match) e.g. Jones 05/08/1940

Example 01/01/1971

VAD Case	Name (VAD Person)	Date of Birth (VAD Person)	Coordinating Practitioner	Consulting Practitioner	Administering Practitioner	Case status	First Request Date (User Local)	Search Term
----------	-------------------	----------------------------	---------------------------	-------------------------	----------------------------	-------------	---------------------------------	-------------

Step 4 Select the VAD Case ID to open the detailed VAD Case view.

Example 01/01/1971

VAD Case	Name (VAD Person)	Date of Birth (VAD Person)	Coordinating Practitioner	Consulting Practitioner	Administering Practitioner	Case status	First Request Date (User Local)	Search Term
VCASE-1508	John Example	01/01/1971	Profile Name			Active	01/05/2023	Example 01/01/1971

Step 5 Select **Create**.

Note: *Form 2 - Consulting Assessment - Referral Acceptance or Refusal Form* must be completed prior to *Form 3 - Consulting Assessment Record Form*.

Forms

- Form 1 - First assessment
- Form 2 - Consulting referral

Form ID ↓	Status	Submitted On
Form 2 has not been started.		

Step 6 Review the **Overview** and select **Next**.

Instructions for completing this form

About this form

Form 2 must be completed by a medical practitioner who receives a referral for a consulting assessment for voluntary assisted dying. It must **not** be completed by the coordinating practitioner.

This form is required to be given to the Voluntary Assisted Dying Review Board to ensure compliance with the *Voluntary Assisted Dying Act 2021 (the Act)*. Under [section 28](#) of the Act, failure to submit the completed form may result in a maximum penalty of 100 penalty units: see <https://www.qld.gov.au/law/fines-and-penalties/types-of-fines/sentencing-fines-and-penalties-for-offences> for current penalty unit value

Before completing this form

To access voluntary assisted dying, a person must be assessed as eligible by two medical practitioners - the coordinating practitioner and the consulting practitioner.

If a medical practitioner receives a referral for a consulting assessment, they must:

- decide whether to accept or refuse the referral; and
- inform the person and the coordinating practitioner of their decision and if the decision is a refusal, the reason.

Timeframes

- If a medical practitioner has a conscientious objection to voluntary assisted dying, they must inform the person and coordinating practitioner that they refuse the referral **immediately after the referral is made**.
- In other cases, the medical practitioner must inform the person and the coordinating practitioner of their acceptance or refusal within **two (2) business days** after receiving the referral.

Note:

- The medical practitioner may only accept a referral for a consulting assessment if they are eligible to act as a consulting practitioner (see **Appendix A**). There are general eligibility requirements in addition to requirements for the practitioner to be independent of the person requesting access to voluntary assisted dying.
- The medical practitioner does not need to have completed the [approved training](#) to accept a referral.
- On acceptance of a referral for a consulting assessment, the medical practitioner becomes the consulting practitioner for the person. **The consulting practitioner cannot begin the consulting assessment until their eligibility to act as a consulting practitioner and completion of the approved training has been confirmed by Queensland Health.**

What you need to do

Within **two (2) business days** after deciding whether to accept or refuse the referral for a consulting assessment you must:

- Complete this form
- Give a copy of the completed form to the Voluntary Assisted Dying Review Board.

You must also record the referral and your decision to accept or refuse the referral in the person's [medical record](#)

Note: Submitting this form via the [QVAD Review Board IMS](#) is considered giving a copy to the Voluntary Assisted Dying Review Board.

After you have submitted the form, you will be able to download a copy of the submitted form from the IMS.

0%

Step 7 Complete the questions. Note anything marked with a red asterisk * is mandatory.

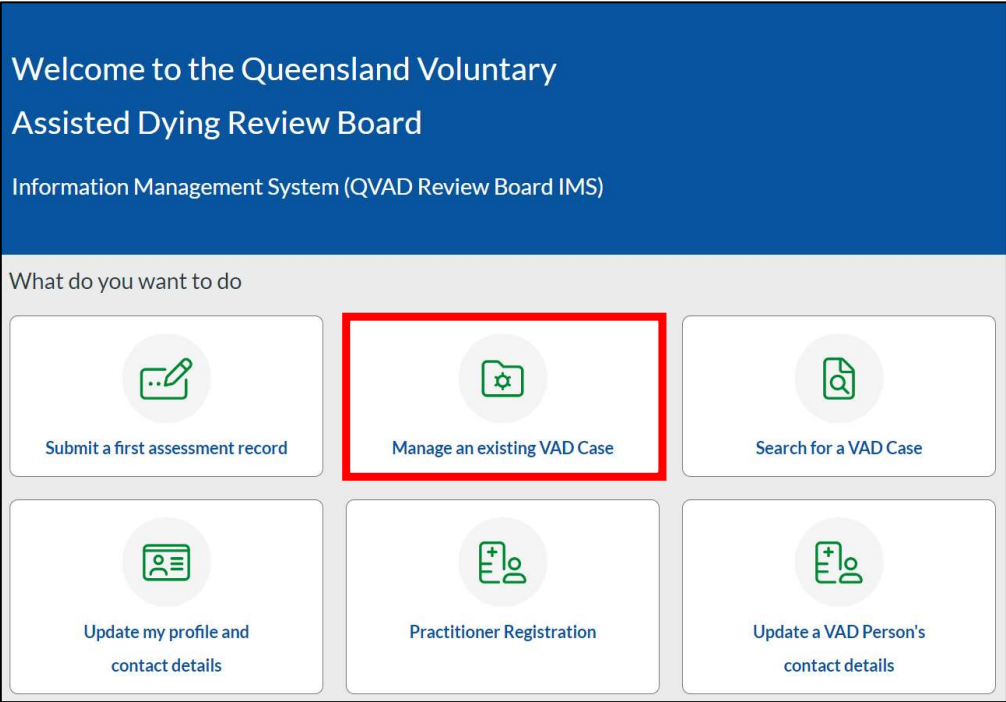

	<div style="border: 1px solid black; padding: 5px;"> <p>Details of referral for consulting assessment</p> <p>Date referral made: * <input type="text" value="DD/MM/YYYY"/></p> <p>Date referral received: * <input type="text" value="DD/MM/YYYY"/></p> </div>
<p>Step 8</p>	<p>Select SAVE and NEXT to go to the next page or select Previous to return to a previous page.</p> <div style="border: 1px solid black; padding: 5px; display: flex; justify-content: space-around; width: fit-content; margin: 10px auto;"> <div style="border: 1px solid black; padding: 5px 15px;">Previous</div> <div style="border: 1px solid black; padding: 5px 15px; background-color: #004a4a; color: white;">SAVE and NEXT</div> </div>
<p>Step 9</p>	<p>If at any time you wish to delete the form prior to submission, select the Delete Draft Form button at the bottom left of the screen.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; text-align: center;"> <div style="border: 2px solid red; padding: 5px 20px; color: red; font-weight: bold;">Delete Draft Form</div> </div>
<p>Step 10</p>	<p>Select Submit on the final Review page to submit the form.</p> <p>Note: A copy of the submitted form will be available for download. You can use this function to provide a copy of the submitted form to the person requesting voluntary assisted dying.</p>
<p>Step 11</p>	<p>After submission you will automatically be redirected to your current case overview page. Alternatively, select VAD Cases to return to your active case view or Home Page to return to the portal home page once the form is submitted.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto;"> <div style="display: flex; justify-content: space-between; align-items: center;"> QVAD Review Board IMS </div> <div style="text-align: center; padding: 10px 0;"> <p>Form has been submitted successfully on: Fri Oct 25 2024 2:45:20 pm</p> <p>You will be redirected automatically to your current case in 5 seconds</p> <p>Alternatively, please use below buttons to navigate to other pages</p> </div> <div style="display: flex; justify-content: center; gap: 20px; margin-top: 10px;"> <div style="border: 2px solid red; padding: 5px 10px; display: flex; align-items: center; gap: 5px;"> Home Page </div> <div style="border: 2px solid red; padding: 5px 10px; display: flex; align-items: center; gap: 5px;"> VAD Cases </div> </div> </div>
<p>Note:</p>	<p><i>Form 3 - Consulting Assessment Record Form</i> is completed using the same steps or by accessing the VAD case from your Active VAD case view and following steps 4 -11.</p> <p>Notes you add or files that you upload for <i>Form 3 - Consulting Assessment Record Form</i> are also available for download once the form is submitted. Refer to View and download a copy of supporting documents and notes.</p>

Submit forms that are manually completed by the person seeking to access VAD - Form 4 and 8

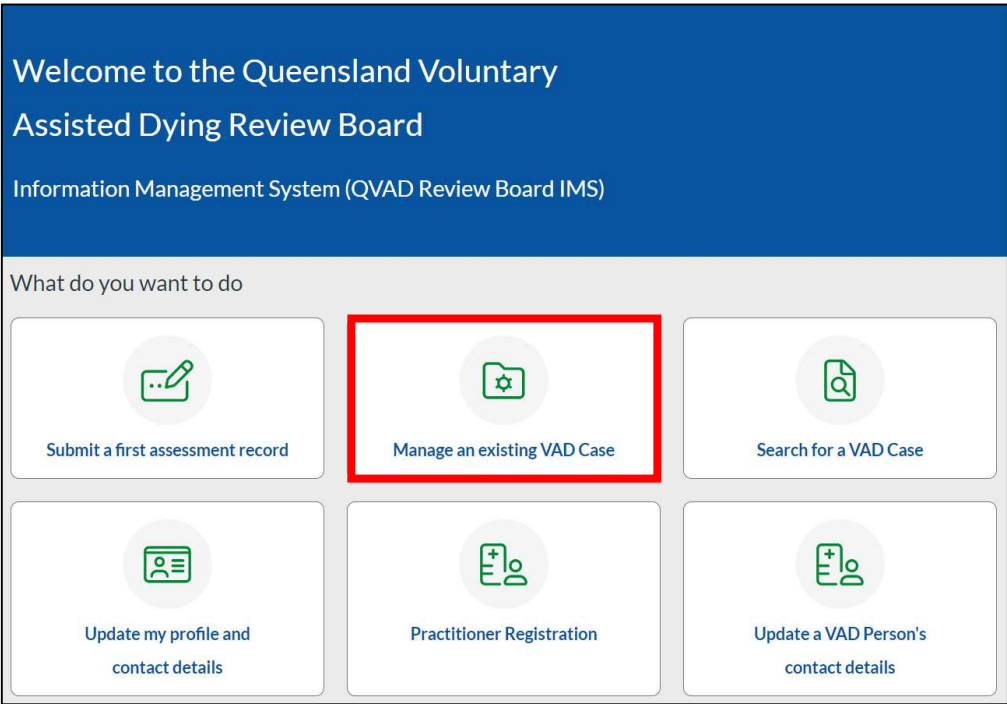

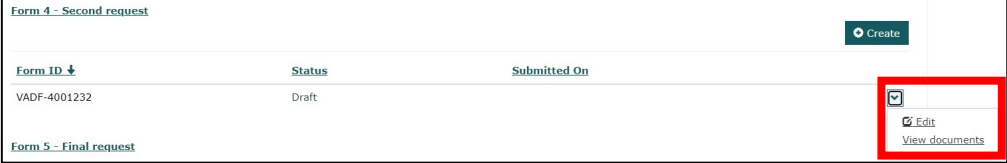
This describes how to submit the forms that require manual completion by the person requesting access to voluntary assisted dying:

- *Form 4 - Second Request Form*
- *Form 8 - Contact Person Appointment Form.*

These forms are designed so that relevant information about the person and the consulting practitioner is prefilled prior to the form being completed and/or signed by the person accessing VAD. You will still be required to enter some information directly into the QVAD Review Board IMS upon form submission.

<p>Step 1</p>	<p>Log in to the QVAD Review Board IMS and select Manage an existing VAD Case on the portal home page.</p> 														
<p>Step 2</p>	<p>Select the relevant case from the Active Case List.</p>  <table border="1"> <thead> <tr> <th>VAD Case ↓</th> <th>VAD Person</th> <th>Coordinating Practitioner</th> <th>Consulting Practitioner</th> <th>Administering Practitioner</th> <th>Case Status</th> <th>First Request Date</th> </tr> </thead> <tbody> <tr> <td>VCASE-1508</td> <td>John Example</td> <td>Profile Name</td> <td>Profile Name</td> <td></td> <td>Active</td> <td>01/05/2023</td> </tr> </tbody> </table>	VAD Case ↓	VAD Person	Coordinating Practitioner	Consulting Practitioner	Administering Practitioner	Case Status	First Request Date	VCASE-1508	John Example	Profile Name	Profile Name		Active	01/05/2023
VAD Case ↓	VAD Person	Coordinating Practitioner	Consulting Practitioner	Administering Practitioner	Case Status	First Request Date									
VCASE-1508	John Example	Profile Name	Profile Name		Active	01/05/2023									
<p>Step 3</p>	<p>Select the relevant form from the detailed case view.</p>														

	<div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Form 4 - Second request Create </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Form ID ↓</th> <th style="text-align: left;">Status</th> <th style="text-align: left;">Submitted On</th> </tr> </thead> <tbody> <tr> <td colspan="3">Form 4 has not been started.</td> </tr> <tr> <td colspan="3">Form 5 - Final request</td> </tr> <tr> <td colspan="3">Form 6 - Final Review</td> </tr> <tr> <td colspan="3">Form 7 - Coordinating practitioner transfer</td> </tr> <tr> <td colspan="3" style="border: 2px solid red;">Form 8 - Appoint contact person</td> </tr> </tbody> </table> </div>	Form ID ↓	Status	Submitted On	Form 4 has not been started.			Form 5 - Final request			Form 6 - Final Review			Form 7 - Coordinating practitioner transfer			Form 8 - Appoint contact person		
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Form 8 - Appoint contact person																			
<p>Step 4</p>	<p>Review the Overview and select Next.</p> <p>Form 4 – Second Request Form <i>Section 37 Voluntary Assisted Dying Act 2021 (Qld)</i></p> <p>Instructions for completing this form</p> <p><u>About this form</u></p> <p>Form 4 is to be completed by:</p> <ul style="list-style-type: none"> a person who wishes to make a second request for access to voluntary assisted dying; 2 eligible witnesses; if relevant, an interpreter. <p>Before giving this form to the person to complete, the person must have:</p> <ul style="list-style-type: none"> made a first request to access voluntary assisted dying; been assessed as eligible to access voluntary assisted dying by the coordinating practitioner; and been assessed as eligible to access voluntary assisted dying by the consulting practitioner. <p><u>Instructions for completing this form</u></p> <p>As the coordinating practitioner, you must print this form and give it to the person requesting access to voluntary assisted dying to complete and sign.</p> <p>After the person has completed the second request and returned it, as the coordinating practitioner you must:</p> <ul style="list-style-type: none"> review the form and ensure it has been signed by the person and 2 eligible witnesses on the same day record the details of the second request in the person's medical record (refer to the QVAD Handbook for more information); and scan and upload the signed pages as a file upload in Form 4 in the QVAD Review Board IMS; and submit Form 4 in the QVAD Review Board IMS within 2 business days of receiving the signed and completed form. <p>Form 4 is required to be given to the Voluntary Assisted Dying Review Board to ensure compliance with the <i>Voluntary Assisted Dying Act 2021</i> (the Act). Under Section 41 of the Act, failure to submit the completed form may result in a maximum penalty of 100 penalty units: see https://www.qld.gov.au/law/fines-and-penalties/types-of-fines/sentencing-fines-and-penalties-for-offences for current penalty unit value.</p> <p>After you have submitted the form, you will be able to download a copy of it if required.</p> <div style="text-align: right; margin-top: 10px;"> Next </div> <div style="margin-top: 10px;"> <p>0%</p> <div style="width: 100%; height: 10px; background-color: #ccc; border: 1px solid #ccc;"></div> </div>																		
<p>Step 5</p>	<p>The information about the person requesting access to voluntary assisted dying is prefilled with data captured from <i>Form 1 - First Assessment Record Form</i>. If the details need to be changed, refer to Update a VAD Person's contact details. Select SAVE and NEXT.</p>																		
<p>Step 6</p>	<p>The coordinating practitioner information is prefilled. Select SAVE and NEXT.</p>																		
<p>Step 7</p>	<p>Download the prefilled form by selecting Download Draft Second Request Form. If an interpreter will be assisting the VAD person to complete the form, select 'Yes' and then select Download Section E – Communication.</p> <div style="text-align: center; margin: 10px 0;"> Download Draft Second Request Form ↓ </div> <p>11. Communication</p> <p>11.1 Will an interpreter be used to assist with the completion of the form? * <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>If yes, download and print Section E. Communication using the link below. The interpreter must certify on the request that the interpreter provided a true and correct translation of any material translated. Upload a scan of Section E. Communication before you submit Form 4 in the QVAD Review Board IMS.</p> <div style="text-align: center; margin: 10px 0;"> Download Section E - Communication ↓ </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> Delete Draft Form Previous SAVE and NEXT </div> <div style="margin-top: 10px;"> <p>50%</p> <div style="width: 100%; height: 10px; background-color: #007bff; border: 1px solid #007bff;"></div> </div>																		

Note:	It may take up to 1 minute to generate these forms. Once generated, save the form and print for the person requesting access to VAD to sign and complete with their witnesses or contact person.
	Once completed and signed the form must be uploaded to the IMS. You can exit the form after downloading the, by selecting “Home” on top right of the screen. This will save the progress of the current form and allow you to come back another time once you have received the signed forms from the VAD person.
Step 8	Once you receive the signed forms, save a scanned copy to your computer or device. Make sure you keep a note of where the scanned copy is saved.
Step 9	<p>Log in to the QVAD Review Board IMS and Select Manage an existing VAD Case.</p> 
Step 10	<p>Select the relevant case from the Active Case List.</p> 
Step 11	<p>Select Edit in the Forms section of detailed case view.</p> 
Step 12	Enter the details into the required fields and complete the questions. Select Upload signed form to open the attachment dialog box.

12. On receipt of completed Form 4 - Second request form

12.1 Date form received:
DD/MM/YYYY

Upload completed form:*

There are no notes to display.

Upload signed form

Past uploads

File Name	Description	File Size (Bytes)	Uploaded On ↓
-----------	-------------	-------------------	---------------

There are no records to display.

Delete Draft Form

Previous

75%

Step 13

Add in any notes for consideration by the VAD Review Board.

Upload signed form [X]

Note Add any notes for consideration by the VAD Review Board.

Attach a file Choose File No file chosen

Upload Cancel

Step 14

Select **Choose file** to add the scanned form you saved as a file on your computer. Once a file has been attached select **Upload**.

Upload signed form [X]

Note Add any notes for consideration by the VAD Review Board.

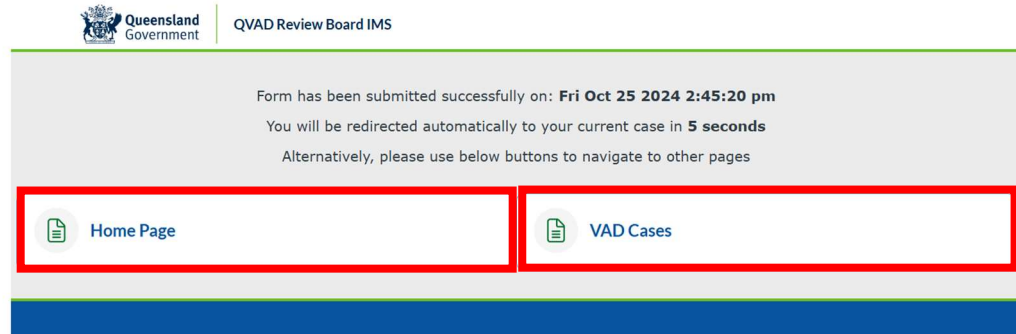
Attach a file Choose File No file chosen

Upload Cancel

Step 15

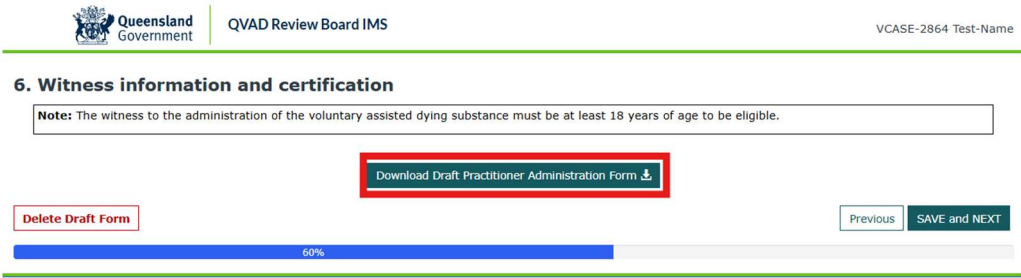
Once the file is uploaded select **Submit** to submit the form to the VAD Review Board.

After submission you will automatically be redirected to your current case overview page. Alternatively, select **VAD Cases** to return to your active case view or **Home Page** to return to the portal home page once the form is submitted.



Note:

The signed copies of *Form 4 - Second Request Form* and *Form 8 - Contact Person Appointment Form* which are uploaded to the IMS are available for download via the Download PDF button for each form. If multiple files are uploaded only the most recently uploaded file will be available to you for download. Please avoid uploading each page of the form individually as this will mean only the last uploaded page is available for you to download using the Download PDF button. All other uploaded files will be available for download via the **View documents** button.

	<p>Form 11 – Practitioner Administration Form Section 54 and 55 Voluntary Assisted Dying Act 2021 (Qld)</p> <p>Instructions for completing this form</p> <p><i>About this form</i></p> <p>Form 11 must be:</p> <ul style="list-style-type: none"> completed by the administering practitioner who administers the voluntary assisted dying substance to a person; and signed by an eligible witness who witnesses the administration of the substance. <p>Note: Form 16 – Notification of Death Form does not need to be completed if the administering practitioner has already provided the Voluntary Assisted Dying Review Board with a copy of Form 11 – Practitioner Administration Form</p> <p>As the administering practitioner, you are authorised to administer the voluntary assisted dying substance in the presence of an eligible witness if you are satisfied at the time of administration that the person:</p> <ul style="list-style-type: none"> has made a practitioner administration decision and did not revoke the decision; and has decision-making capacity in relation to voluntary assisted dying; and is acting voluntarily and without coercion. <p><i>Who can be a witness</i></p> <p>A witness to the administration of the voluntary assisted dying substance can be anyone who is 18 years or older.</p> <p><i>Instructions for completing this form</i></p> <ul style="list-style-type: none"> Print the form. The details of the person accessing voluntary assisted dying and your practitioner details will be pre-filled. Take the form with you to the administration of the voluntary assisted dying substance. Ensure the witness completes their contact details in Part C and signs the form following administration of the substance. Within two (2) business days after administering the voluntary assisted dying substance: <ul style="list-style-type: none"> complete and submit this form in the QVAD Review Board IMS by uploading the signed form as a file upload to Form 11 in the QVAD Review Board IMS. <p style="text-align: right;">Next</p> <p>0%</p>
<p>Step 5</p>	<p>The information about the person requesting access is prefilled with data captured from <i>Form 1 - First Assessment Record Form</i>. If the details need to be changed, refer to Update a VAD Person’s contact details. Select SAVE and NEXT.</p>
<p>Step 6</p>	<p>The administering practitioner information is prefilled - if your details need to be changed refer to Update my practitioner details. Select SAVE and NEXT.</p>
<p>Step 7</p>	<p>Download the prefilled Form 11 by selecting Download Draft Practitioner Administration Form.</p>  <p>Queensland Government QVAD Review Board IMS VCASE-2864 Test-Name</p> <p>6. Witness information and certification</p> <p>Note: The witness to the administration of the voluntary assisted dying substance must be at least 18 years of age to be eligible.</p> <p>Download Draft Practitioner Administration Form [Download icon]</p> <p>Delete Draft Form Previous SAVE and NEXT</p> <p>60%</p>
<p>Note:</p>	<p>It may take up to 1 minute to generate this form. Once generated, save the form to your computer, print and take with you to the practitioner administration appointment, for the witness to complete the required information and sign the form. You must also complete and sign the practitioner certification section in Part E of the form.</p>
	<p>Once you and the witness have completed the form you are ready to submit the completed form to the Review Board.</p>
<p>Step 8</p>	<p>Save a scanned copy of the form to your computer.</p>
<p>Step 9</p>	<p>Log in to the QVAD Review Board IMS and select Manage an existing VAD Case.</p>

Welcome to the Queensland Voluntary Assisted Dying Review Board

Information Management System (QVAD Review Board IMS)

What do you want to do

Submit a first assessment record

Manage an existing VAD Case

Search for a VAD Case

Update my profile and contact details

Practitioner Registration

Update a VAD Person's contact details

Step 10

Select the relevant case from the **Active Case List**.

VAD Case ↓	VAD Person	Coordinating Practitioner	Consulting Practitioner	Administering Practitioner	Case Status	First Request Date
VCASE-1508	John Example	Profile Name	Profile Name		Active	01/05/2023

Step 11

Select **Edit** in the Forms section of the detailed case view.

Form ID ↓	Status	Submitted On
VADF-11001094	Draft	

[Edit](#)
[View documents](#)

Step 12

Navigate to section 11 as shown below.

11. Administration and person's death

11.1 Date and time of administration: * -

11.2 Date and time of person's death: * -

11.4 Where was the substance administered: *

11.6 Was there any substance left requiring disposal? *
 Yes No

Upload completed form: *
 There are no notes to display.

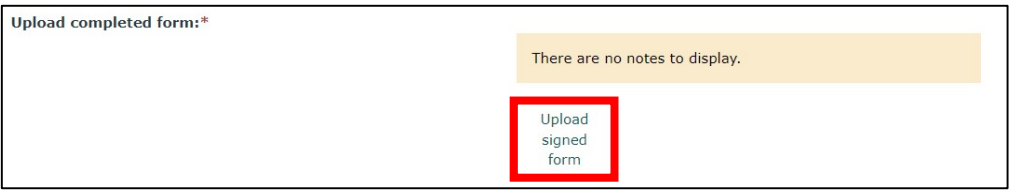
Past uploads

File Name	Description	File Size (Bytes)	Uploaded On ↓
There are no records to display.			

80%

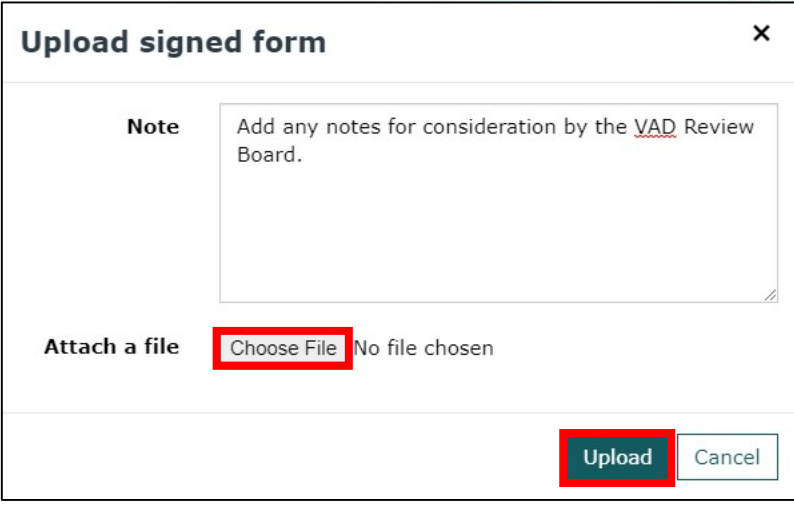
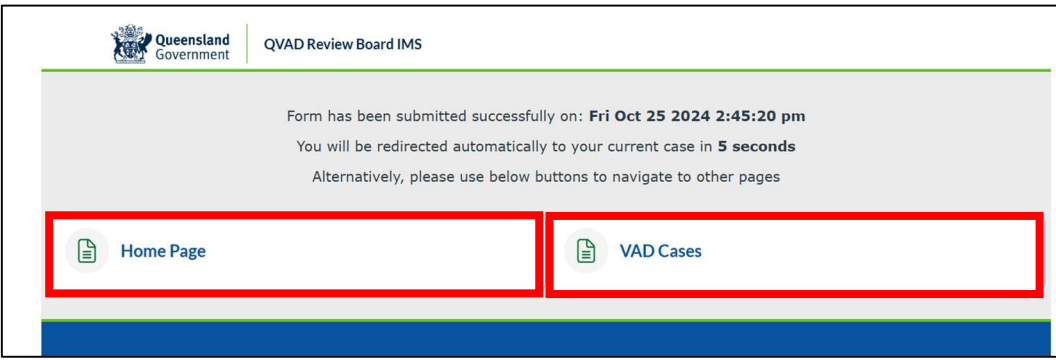
Step 13 Enter the date and time of administration and the person's death, as recorded on the Form 11.

Step 14 Once completed select the **Upload signed form** button to open a dialog box where notes or files can be chosen to upload from your computer.



Step 15 Add in any notes you wish to be considered by the Review Board (optional).

Step 16 Select **Choose file** to add a file saved on your computer. Once a file has been attached select **Upload**.

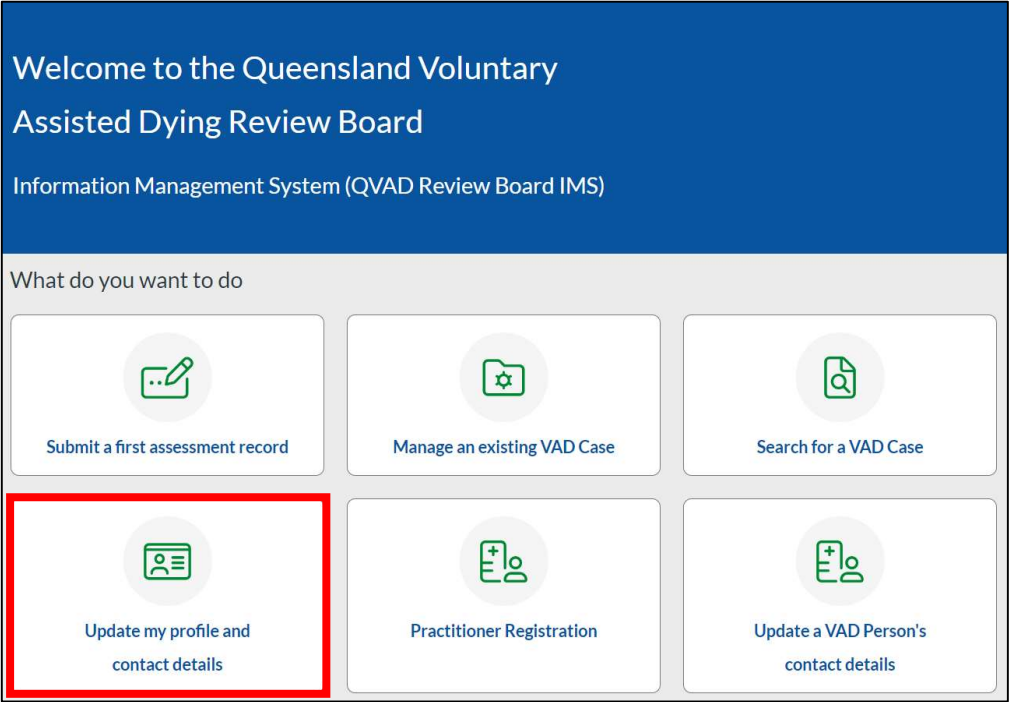
	
<p>Step 17</p>	<p>Select Submit once the file is uploaded to submit the form to the Review Board. After submission you will automatically be redirected to your current case overview page. Alternatively, select VAD Cases to return to your active case view or Home Page to return to the portal home page once the form is submitted.</p> 
<p>Note:</p>	<p>The completed and signed copy of <i>Form 11 - Practitioner Administration Form</i> that is uploaded to the IMS is available for download via the Download PDF button. If multiple files are uploaded only the most recent file will be available for download, i.e., if each page of the form is individually uploaded only the final uploaded page will be available for you to download using the Download PDF button. All other uploaded files will be available for download via the View documents button.</p>

Update my practitioner details

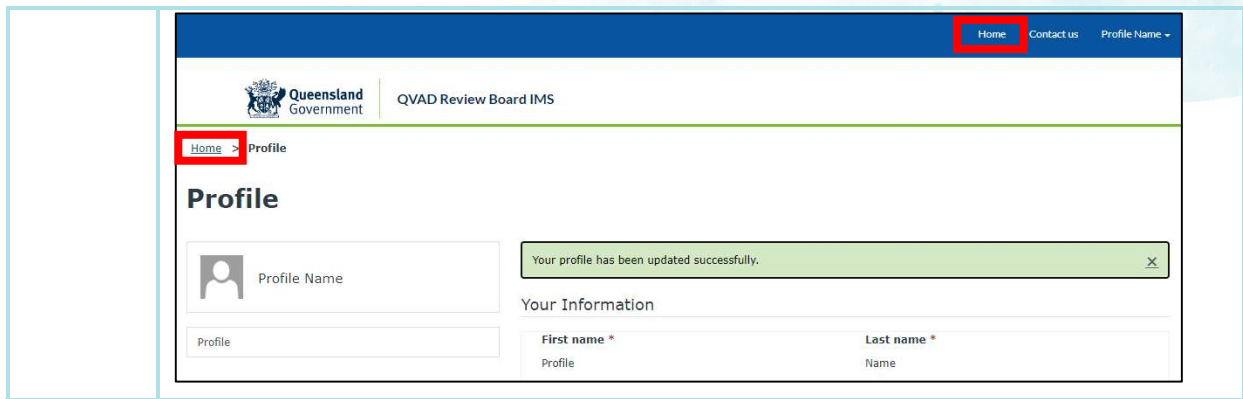
There are two ways to update your practitioner details:

- [from the homepage within the authorised practitioner portal](#), or
- [when completing an approved form](#).

From the homepage

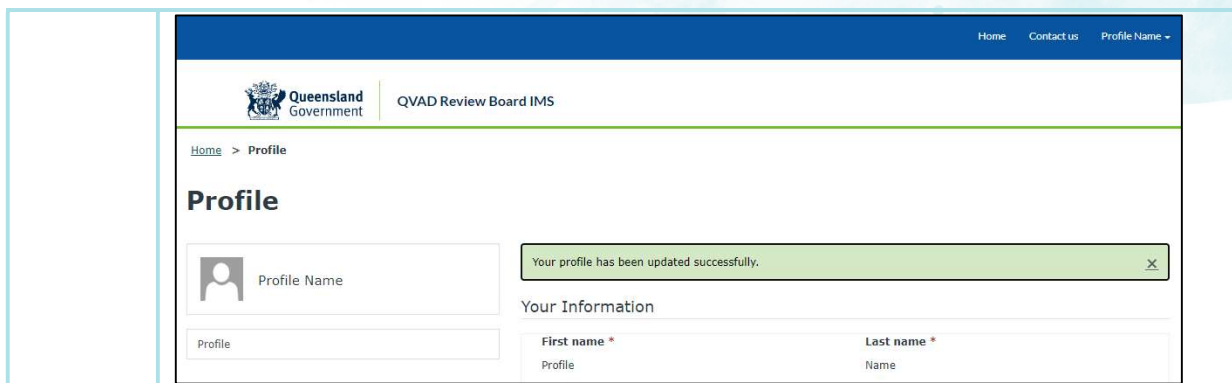
Step 1	<p>Log in to the QVAD Review Board IMS and select Update my profile and contact details on the portal home page.</p> 
Step 2	The profile page will be displayed.

	<div style="border: 1px solid black; padding: 10px;"> <h3>Your Information</h3> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Title <input type="text" value="Select"/></p> <p>Last name * <input type="text" value="Apena"/></p> <p>Middle Name <input type="text"/></p> <p>Digital ID Email robert.reed@fake.com.au</p> <p>VAD Renewal Date 11/10/2027</p> <p>Preferred address for correspondence <input type="text" value="Postal"/></p> </td> <td style="width: 50%; vertical-align: top;"> <p>First name * Aremu</p> <p>Preferred Name <input type="text"/></p> <p>Date of birth * 12/12/1977</p> <p>VAD Correspondence Email * <input type="text"/></p> <p>Phone * <input type="text" value="0423123455"/></p> <p>Fax <input type="text"/></p> </td> </tr> </table> <h3>Postal address</h3> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Address line 1 * <input type="text" value="12 Bartley St, Spring Hill, Queensland 4000, Aust"/></p> <p>Suburb * <input type="text" value="Spring Hill"/></p> <p>Postcode * <input type="text" value="4000"/></p> </td> <td style="width: 50%; vertical-align: top;"> <p>Address line 2 <input type="text"/></p> <p>State * <input type="text" value="QLD"/></p> </td> </tr> </table> <h3>Practice address</h3> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Address line 1 <input type="text" value="24 Little Edward St, Spring Hill, Queensland 4000, Aust"/></p> <p>Suburb <input type="text" value="Spring Hill"/></p> <p>Postcode <input type="text"/></p> </td> <td style="width: 50%; vertical-align: top;"> <p>Address line 2 <input type="text"/></p> <p>State <input type="text" value="Select"/></p> </td> </tr> </table> <p style="text-align: left; margin-top: 10px;">Update</p> </div>	<p>Title <input type="text" value="Select"/></p> <p>Last name * <input type="text" value="Apena"/></p> <p>Middle Name <input type="text"/></p> <p>Digital ID Email robert.reed@fake.com.au</p> <p>VAD Renewal Date 11/10/2027</p> <p>Preferred address for correspondence <input type="text" value="Postal"/></p>	<p>First name * Aremu</p> <p>Preferred Name <input type="text"/></p> <p>Date of birth * 12/12/1977</p> <p>VAD Correspondence Email * <input type="text"/></p> <p>Phone * <input type="text" value="0423123455"/></p> <p>Fax <input type="text"/></p>	<p>Address line 1 * <input type="text" value="12 Bartley St, Spring Hill, Queensland 4000, Aust"/></p> <p>Suburb * <input type="text" value="Spring Hill"/></p> <p>Postcode * <input type="text" value="4000"/></p>	<p>Address line 2 <input type="text"/></p> <p>State * <input type="text" value="QLD"/></p>	<p>Address line 1 <input type="text" value="24 Little Edward St, Spring Hill, Queensland 4000, Aust"/></p> <p>Suburb <input type="text" value="Spring Hill"/></p> <p>Postcode <input type="text"/></p>	<p>Address line 2 <input type="text"/></p> <p>State <input type="text" value="Select"/></p>
<p>Title <input type="text" value="Select"/></p> <p>Last name * <input type="text" value="Apena"/></p> <p>Middle Name <input type="text"/></p> <p>Digital ID Email robert.reed@fake.com.au</p> <p>VAD Renewal Date 11/10/2027</p> <p>Preferred address for correspondence <input type="text" value="Postal"/></p>	<p>First name * Aremu</p> <p>Preferred Name <input type="text"/></p> <p>Date of birth * 12/12/1977</p> <p>VAD Correspondence Email * <input type="text"/></p> <p>Phone * <input type="text" value="0423123455"/></p> <p>Fax <input type="text"/></p>						
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<p>Step 3</p>	<p>Make the changes required and select Update when complete.</p>						
<p>Step 4</p>	<p>Updated details will then prepopulate when completing new approved forms. Note: the Digital ID Email is the email used to log in via Digital ID and cannot be updated.</p>						
<p>Step 5</p>	<p>Select Home to return to the main page.</p>						



When completing an approved form

<p>Step 1</p>	<p>When completing an approved form your profile details are prepopulated in the form. Select Profile to change any of the details.</p>
<p>Step 2</p>	<p>Profile will open in a new tab in the browser.</p>
<p>Step 3</p>	<p>Make the changes required and select Update when complete.</p>
<p>Step 4</p>	<p>Close the profile tab and return to the form being completed once profile has been updated.</p>



Step 5

Select **Refresh** on the browser the form is open on to update your details.

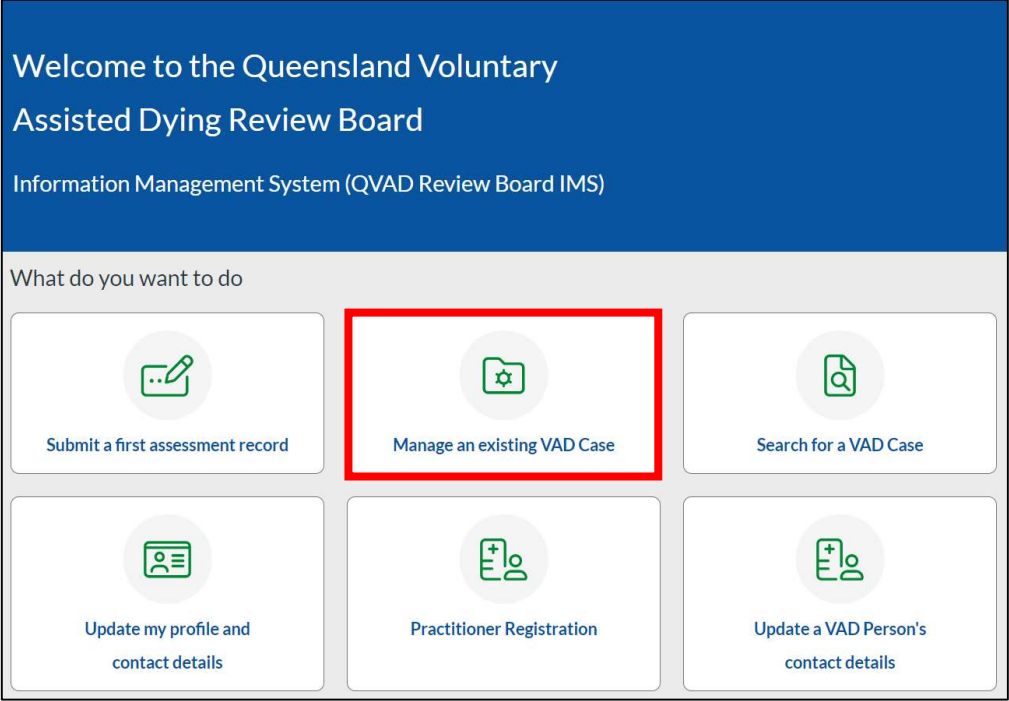
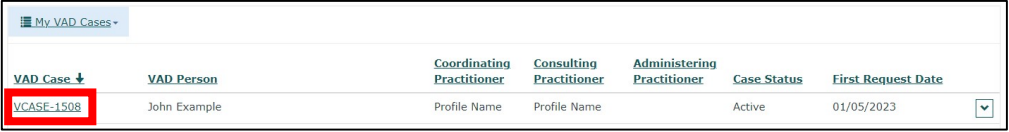



If on a Microsoft device you can press F5 on your keyboard.

If on an Apple device you can press Command + R on your keyboard.

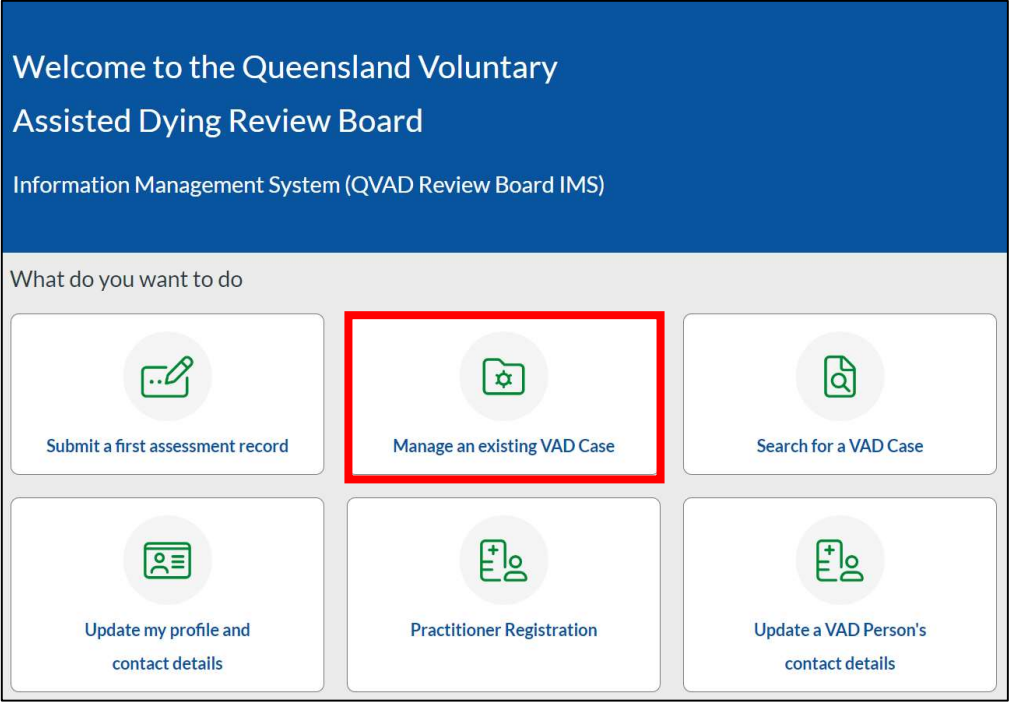
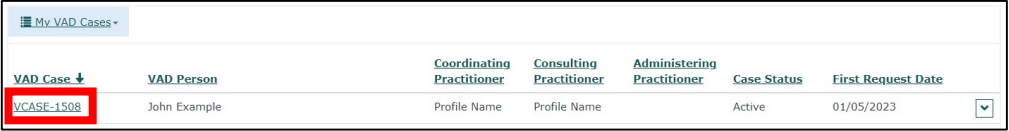
Edit a partially completed form

All forms automatically save as you progress, select the **SAVE and NEXT** button at the bottom of the form page to save form progress prior to exiting the form. If you are unable to complete a form then you can always go back at a later time and complete it.

<p>Step 1</p>	<p>Log in to the QVAD Review Board IMS and select Manage an existing VAD Case.</p>  <p>Welcome to the Queensland Voluntary Assisted Dying Review Board Information Management System (QVAD Review Board IMS)</p> <p>What do you want to do</p> <ul style="list-style-type: none"> Submit a first assessment record Manage an existing VAD Case Search for a VAD Case Update my profile and contact details Practitioner Registration Update a VAD Person's contact details 														
<p>Step 2</p>	<p>Select the relevant case from the Active Case List.</p>  <table border="1"> <thead> <tr> <th>VAD Case ↓</th> <th>VAD Person</th> <th>Coordinating Practitioner</th> <th>Consulting Practitioner</th> <th>Administering Practitioner</th> <th>Case Status</th> <th>First Request Date</th> </tr> </thead> <tbody> <tr> <td>VCASE-1508</td> <td>John Example</td> <td>Profile Name</td> <td>Profile Name</td> <td></td> <td>Active</td> <td>01/05/2023</td> </tr> </tbody> </table>	VAD Case ↓	VAD Person	Coordinating Practitioner	Consulting Practitioner	Administering Practitioner	Case Status	First Request Date	VCASE-1508	John Example	Profile Name	Profile Name		Active	01/05/2023
VAD Case ↓	VAD Person	Coordinating Practitioner	Consulting Practitioner	Administering Practitioner	Case Status	First Request Date									
VCASE-1508	John Example	Profile Name	Profile Name		Active	01/05/2023									
<p>Step 3</p>	<p>Select Edit in the Forms section of detailed case view.</p>  <p>Form 5 - Final request</p> <p>Create</p> <table border="1"> <thead> <tr> <th>Form ID ↓</th> <th>Status</th> <th>Submitted On</th> </tr> </thead> <tbody> <tr> <td>VADF-5001209</td> <td>Draft</td> <td></td> </tr> </tbody> </table> <p>Edit</p>	Form ID ↓	Status	Submitted On	VADF-5001209	Draft									
Form ID ↓	Status	Submitted On													
VADF-5001209	Draft														
<p>Step 4</p>	<p>Click Next until you reach the screen you wish to edit and complete the form.</p>														

Delete a partially completed form

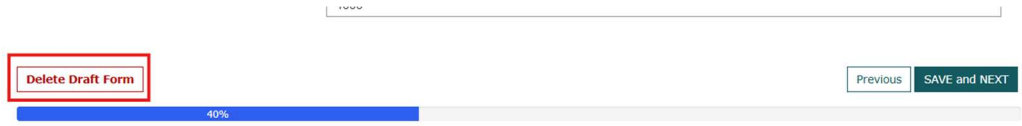
All forms automatically save as you progress. A form can be deleted at any stage prior to submission. You cannot delete a form once it has been submitted to the IMS. If you have submitted a form in error, please contact the Office of the Review Board.

<p>Step 1</p>	<p>Log in to the QVAD Review Board IMS and select Manage an existing VAD Case.</p>  <p>Welcome to the Queensland Voluntary Assisted Dying Review Board Information Management System (QVAD Review Board IMS)</p> <p>What do you want to do</p> <ul style="list-style-type: none"> Submit a first assessment record Manage an existing VAD Case Search for a VAD Case Update my profile and contact details Practitioner Registration Update a VAD Person's contact details 														
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VAD Case ↓	VAD Person	Coordinating Practitioner	Consulting Practitioner	Administering Practitioner	Case Status	First Request Date									
VCASE-1508	John Example	Profile Name	Profile Name		Active	01/05/2023									
<p>Step 3</p>	<p>Select the draft form you wish to delete.</p> <ul style="list-style-type: none"> Form 4 - Second request Form 5 - Final request Form 6 - Final Review Form 7 - Coordinating practitioner transfer Form 8 - Appoint contact person Form 9 - Administration decision and prescriptions Form 10 - Revocation of administration decision Form 11 - Practitioner administration Form 12 - Administering practitioner transfer 														

Step 4

Select **Delete Draft Form** on any page within the form.

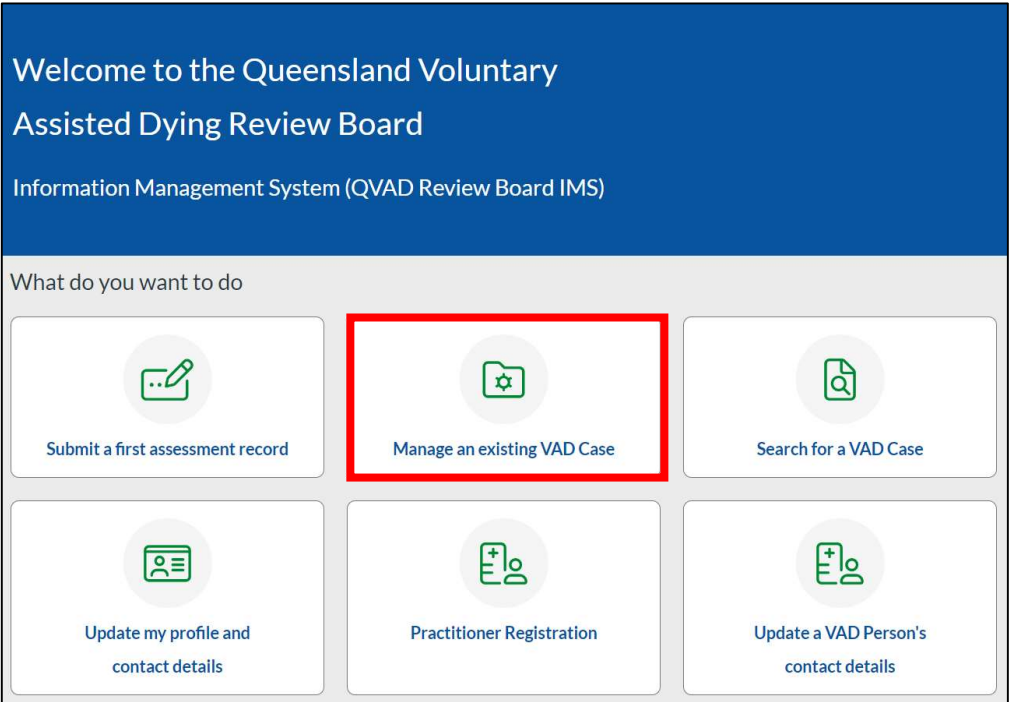

Note: Delete Draft Form does not display on the Overview page but is displayed on all other form pages.



Withdraw a request for a person

During the request and assessment phase a person may decide to withdraw their request. To do this you need to follow the steps below. This option is only enabled during the request and assessment phase, that is until *Form 9 - Administration Decision and Prescription Form* has been submitted. If the request is withdrawn after the submission of Form 9 then you will need to submit *Form 10 - Revocation of Administration Decision Form*.

Do not withdraw a request if the person has died. Please submit a *Form 16 - Notification of Death - Coordinating or Administering Practitioner Form*.

<p>Step 1</p>	<p>Log in to QVAD Review Board IMS and select Manage an existing VAD Case.</p>  <p>Welcome to the Queensland Voluntary Assisted Dying Review Board Information Management System (QVAD Review Board IMS)</p> <p>What do you want to do</p> <ul style="list-style-type: none"> Submit a first assessment record Manage an existing VAD Case Search for a VAD Case Update my profile and contact details Practitioner Registration Update a VAD Person's contact details 																																
<p>Step 2</p>	<p>In the active case view, select the arrow next to the case where the person wishes to withdraw their request. Select Withdraw VAD Request.</p>  <p>VAD Cases</p> <table border="1"> <thead> <tr> <th>VAD Case ↓</th> <th>VAD Person</th> <th>Coordinating Practitioner</th> <th>Consulting Practitioner</th> <th>Administering Practitioner</th> <th>Case Status</th> <th>First Request Date</th> <th></th> </tr> </thead> <tbody> <tr> <td>VCASE-1508</td> <td>John Example</td> <td>Profile Name</td> <td>Profile Name</td> <td></td> <td>Active</td> <td>01/05/2023</td> <td><input type="checkbox"/></td> </tr> <tr> <td>VCASE-1502</td> <td>Frankie Best</td> <td>Profile Name</td> <td></td> <td>Profile Name</td> <td>Active</td> <td>01/05/2023</td> <td><input type="checkbox"/> Edit <input type="checkbox"/> Withdraw VAD Request</td> </tr> <tr> <td>VCASE-1506</td> <td>Penny Pillows</td> <td>Profile Name</td> <td></td> <td>Profile Name</td> <td>Active</td> <td>01/05/2023</td> <td></td> </tr> </tbody> </table> <p>Note: A VAD request can be withdrawn at any stage of the request and assessment phase and can only be withdrawn by the coordinating practitioner.</p>	VAD Case ↓	VAD Person	Coordinating Practitioner	Consulting Practitioner	Administering Practitioner	Case Status	First Request Date		VCASE-1508	John Example	Profile Name	Profile Name		Active	01/05/2023	<input type="checkbox"/>	VCASE-1502	Frankie Best	Profile Name		Profile Name	Active	01/05/2023	<input type="checkbox"/> Edit <input type="checkbox"/> Withdraw VAD Request	VCASE-1506	Penny Pillows	Profile Name		Profile Name	Active	01/05/2023	
VAD Case ↓	VAD Person	Coordinating Practitioner	Consulting Practitioner	Administering Practitioner	Case Status	First Request Date																											
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VCASE-1502	Frankie Best	Profile Name		Profile Name	Active	01/05/2023	<input type="checkbox"/> Edit <input type="checkbox"/> Withdraw VAD Request																										
VCASE-1506	Penny Pillows	Profile Name		Profile Name	Active	01/05/2023																											
<p>Step 3</p>	<p>Enter a reason for withdrawing the VAD request – this is mandatory.</p>																																

Withdraw VAD request

"Only use this form if the person requesting access to VAD does not wish to proceed during the request and assessment process (Forms 1 – 6).
Do not use this form if an administration decision has already been made or for any other reason, including if the person has died.
If the person wishes to withdraw after making an administration decision, please submit Form 10 instead - Revocation of Administration Decision.
Contact VADReviewBoard@health.qld.gov.au if you require additional information."

Reason for person withdrawing VAD request (Max 350 characters) *

Withdraw

Step 4 Select **Withdraw** to withdraw the VAD request.

Step 5 Select **Ok** to confirm the request withdrawal.

Withdraw VAD request

Do not withdraw this VAD Case if the person requesting access to VAD has died.
Please
Prac
Rea
A

Submit

Are you sure you want to withdraw the request?

Ok Cancel

Step 6 The case will still be accessible to view via the **Inactive VAD Cases** view from the VAD Cases view dropdown.

Queensland Government | QVAD Review Board IMS

Home > Menu > VAD Cases

VAD Cases

Inactive VAD Cases

My VAD Cases
VAD Cases with no Contact Person
Inactive VAD Cases

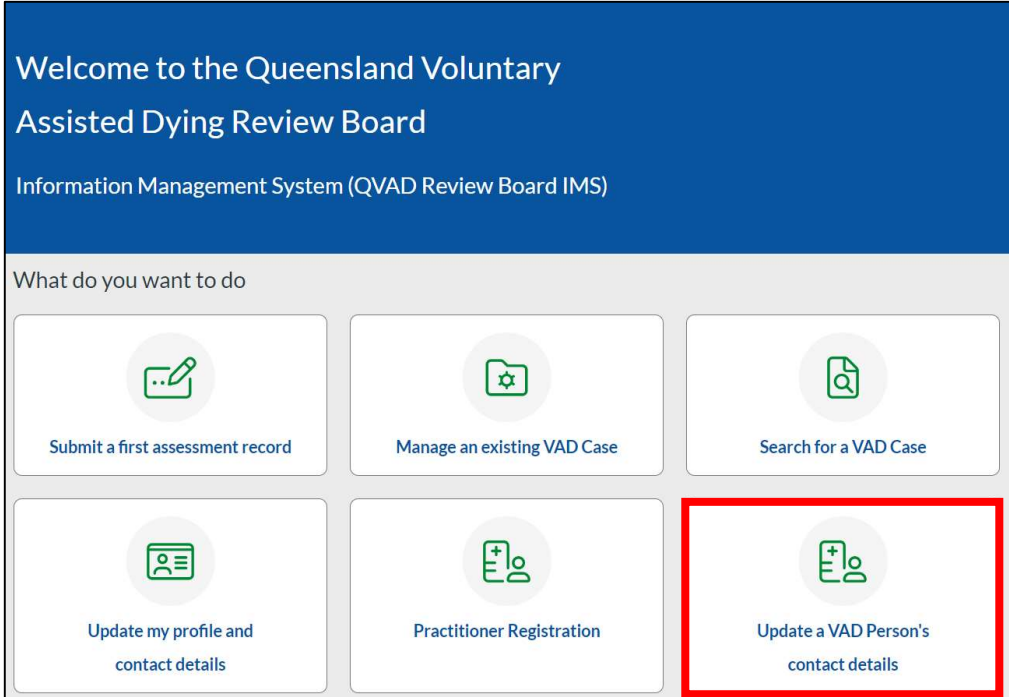

Coordinating Practitioner	Consulting Practitioner	Administering Practitioner	Case Status	First Request Date
Profile Name	Profile Name		Withdrawn	01/05/2023





Note: It may take some time for the withdrawn case to be displayed in the inactive list.

If you realise you have withdrawn a case in error, contact the Office of the VAD Review Board, via VADReviewBoard@health.qld.gov.au, who will be able to reactivate the case for you. Please note the Review Board will review all VAD cases, including those withdrawn through the IMS. It is mandatory for you to include a note against the VAD Case before withdrawing it with any relevant information about the withdrawal.

Update the person's details

During the VAD case the person's details may change - you can update the person's details so that they are prefilled correctly into future forms.

Step 1	Log in to QVAD Review Board IMS and select Update a VAD Person's contact details .																				
																					
Step 2	Select the arrow next to the relevant person's name from the VAD Person List . Select Edit to view the VAD person's details.																				
	 <table border="1" data-bbox="341 1536 1355 1682"> <thead> <tr> <th colspan="5">VAD Person</th> </tr> <tr> <th>Given Name ↑</th> <th>Last Name ↑</th> <th>Email Address</th> <th>Phone Number</th> <th>Created On</th> </tr> </thead> <tbody> <tr> <td>Cornelia</td> <td>Cornflour</td> <td>cornelia@fake.com.au</td> <td>0411777888</td> <td>18/01/2023 10:19 AM</td> </tr> <tr> <td>Donald</td> <td>Documents</td> <td></td> <td>0411898111</td> <td>23/01/2023 11:15 AM</td> </tr> </tbody> </table>	VAD Person					Given Name ↑	Last Name ↑	Email Address	Phone Number	Created On	Cornelia	Cornflour	cornelia@fake.com.au	0411777888	18/01/2023 10:19 AM	Donald	Documents		0411898111	23/01/2023 11:15 AM
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Donald	Documents		0411898111	23/01/2023 11:15 AM																	
Step 3	The person's contact details currently stored will be displayed. Only select fields are enabled for updating - if there is a field that is unavailable for updating contact the Office of the Voluntary Assisted Dying Review Board, via VADReviewBoard@health.qld.gov.au .																				

	<div data-bbox="343 152 1348 1041"> <p> Edit ✕</p> <h3>Details</h3> <table border="0"> <tr> <td>ID 01506</td> <td>Date of birth 01/01/1971 </td> </tr> <tr> <td>Title <input type="text"/></td> <td>Gender Male <input type="text"/></td> </tr> <tr> <td>Given name John</td> <td>Email address john.example@fake.com.au</td> </tr> <tr> <td>Family Name * Example</td> <td>Phone number 0401000000</td> </tr> <tr> <td>Preferred name(s) <input type="text"/></td> <td></td> </tr> </table> <h3>Address</h3> <table border="0"> <tr> <td>Home address - line 1 108 Wickham St, Fortitude Valley, Ql</td> <td>Mailing address - line 1 108 Wickham St, Fortitude Valley, Qi</td> </tr> <tr> <td>Home address - line 2</td> <td>Mailing address - line 2</td> </tr> </table> </div>	ID 01506	Date of birth 01/01/1971 	Title <input type="text"/>	Gender Male <input type="text"/>	Given name John	Email address john.example@fake.com.au	Family Name * Example	Phone number 0401000000	Preferred name(s) <input type="text"/>		Home address - line 1 108 Wickham St, Fortitude Valley, Ql	Mailing address - line 1 108 Wickham St, Fortitude Valley, Qi	Home address - line 2	Mailing address - line 2
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Home address - line 2	Mailing address - line 2														
<p>Step 4</p>	<p>Make the changes required and select Submit when complete.</p> <div data-bbox="343 1137 1348 1563"> <table border="0"> <tr> <td>Home address - suburb Fortitude Valley</td> <td>Mailing address - suburb Fortitude Valley</td> </tr> <tr> <td>Home address - state QLD <input type="text"/></td> <td>Mailing address - state QLD <input type="text"/></td> </tr> <tr> <td>Home address - postcode 4006</td> <td>Mailing address - postcode 4006</td> </tr> </table> <p>Submit</p> </div>	Home address - suburb Fortitude Valley	Mailing address - suburb Fortitude Valley	Home address - state QLD <input type="text"/>	Mailing address - state QLD <input type="text"/>	Home address - postcode 4006	Mailing address - postcode 4006								
Home address - suburb Fortitude Valley	Mailing address - suburb Fortitude Valley														
Home address - state QLD <input type="text"/>	Mailing address - state QLD <input type="text"/>														
Home address - postcode 4006	Mailing address - postcode 4006														
<p>Step 5</p>	<p>You will be returned to the VAD Person list. Select Home to be returned to the portal home page.</p>														



[Home](#) > [Menu](#) > [VAD Person](#)


VAD Person

Given Name ↑	Last Name ↑	Email Address	Phone Number	Created On	
Cornelia	Corn	cornelia@fake.com.au	0411777888	18/01/2023 10:19 AM	▼
Donald	Documents		0411888111	23/01/2023 11:15 AM	▼
Jane	Doe		0400000000	23/01/2023 1:49 PM	▼
Eugene	Example		0433889339	23/01/2023 11:25 AM	▼
John	Example		0401783222	20/01/2023 3:45 PM	▼
Petunia	Plant	petunia.plant@fake.com.au	0404010203	18/01/2023 7:54 AM	▼
Tessa	Title	tessa.title@fake.com.au	0400444555	13/01/2023 10:27 AM	▼

Download a PDF copy of a submitted form

Each form is available for download once submitted. The location of the downloaded form on your device will depend on your browser settings.


To maintain the security of confidential information in the form you should delete a downloaded form from your device once you no longer need it.

Step 1	The downloadable PDF can be accessed by selecting Manage an existing VAD case and selecting the relevant VAD case ID.
Step 2	<p>Select the relevant Form name and select Download PDF.</p>  <p>The screenshot shows a 'Forms' section with a radio button selected for 'Form 1 - First assessment'. Below it is a table with columns 'Form ID', 'Status', and 'Submitted On'. The table contains one row with 'VADF-1001656', 'Submitted', and '23/05/2023 8:47 AM'. To the right of the table is a 'Download PDF' button, which is highlighted with a red box.</p>
Step 3	<p>A PDF version of the submitted form will be generated.</p> <p>Note: The download may take up to 1 minute, please only select the download PDF button once.</p>
Step 4	<p>Where the completed form is manually uploaded, <i>Form 4 - Second Request Form</i>, <i>Form 8 - Contact Person Appointment Form</i>, and <i>Form 11 - Practitioner Administration Form</i> the uploaded form will be available for download. If each page of the form is individually uploaded only the most recent upload will be available via the Download PDF button.</p>

View and download a copy of a supporting documents and notes

Supporting documents and notes can be added to select forms prior to submission. Supporting documents and notes are available to view and download once the form is submitted. The location of the downloaded documents on your device will depend on your browser settings.

Downloaded documents should be deleted from your device once you no longer need them to maintain the security of confidential information in the form.

Step 1	Supporting documents and notes can be accessed by selecting Manage an existing VAD case and selecting the relevant VAD case ID.
Step 2	<p>Select the relevant Form name and select View documents.</p>  <p>The screenshot shows a 'Forms' section with a radio button selected for 'Form 1 - First assessment'. Below it is a table with columns 'Form ID', 'Status', and 'Submitted On'. The table contains one row with 'VADF-1001656', 'Submitted', and '23/05/2023 8:47 AM'. To the right of the table are two buttons: 'Download PDF' and 'View documents', both of which are highlighted with red boxes.</p>

Step 3

The supporting documents and notes submitted with the form will be displayed.



Select the file if you would like to download a copy to view.

Frequently asked questions

Why can't I verify my identity through my Digital ID?

To access QVAD Review Board IMS you will need a Digital ID with a minimum identity strength of 'standard'. The Australian Government's Digital ID system is called myID and is a way of accessing a range of government online services. Accessing the QVAD Review Board IMS through your Digital ID means you do not have to send your certified identity documentation to Queensland Health as part of your application.

The Digital ID app can be downloaded to your phone from your app store. If you are not sure of your identity strength, open the app on your mobile phone. Your identity strength is shown at the top of the screen. If you need to increase your identity strength, you will need to validate additional identity documentation via the Queensland Digital ID website or app. If you do not have a Digital ID, refer to information on the Queensland Digital identity FAQ page – <https://www.qld.gov.au/qdifaq>

Why can't I verify my Ahpra registration?

If you are experiencing difficulties in verifying your Ahpra registration, please check your member number is spelt out with capital letters and the name you provide is exactly as per your Ahpra registration. If you continue to experience difficulties in verifying your Ahpra registration, please contact the Office of the Voluntary Assisted Dying Review Board: VADReviewBoard@health.qld.gov.au.

What if I find an error on a form that I have submitted?

Contact the Office of the Voluntary Assisted Dying Review Board for assistance: VADReviewBoard@health.qld.gov.au.

Can forms that are manually completed by the person or witness be emailed?

Refer to [Guidance for practitioners—Discussions about voluntary assisted dying over carriage service](#). This resource provides guidance to practitioners and others involved in providing voluntary assisted dying services about what communication may and may not occur via a carriage service.

Which submitted forms do I need to provide to the person accessing voluntary assisted dying?

Under the *Voluntary Assisted Dying Act 2021*, copies of:

- *Form 1 – First Assessment Record Form*
- *Form 3 – Consulting Assessment Record Form*, and
- *Form 6 – Final Review Form*

must be provided along with any accompanying documents to the person as soon as practicable after completing the forms.

What supporting documentation should be submitted with approved forms?

The [QVAD Handbook](#) provides guidance to practitioners on the documentation that should be provided with the approved forms for each stage of the process.

Do I need to complete a Form 16 – Notification of Death if I am the administering practitioner?

If you are the administering practitioner and you have submitted a Form 11 – Practitioner Administration Form, you do not need to also submit a Form 16. The [QVAD Handbook](#) provides guidance to practitioners on the documentation that should be provided with the approved forms for each stage of the process.

VOLUNTARY ASSISTED DYING REVIEW BOARD

What forms do I need to submit when?

