Submit an Authorised Disposal Form

VAD-IMS Quick Reference Guide

•	This guide is for practitioners who do not have a VAD-IMS account		
	o ⊂ If y	ou have a VAD-IMS account, please see the User Guide.	

• The Authorised Disposal Form is used after you have received and disposed of a voluntary assisted dying substance.

Step 1 – Finding the Form	
Go to the VAD-IMS homepage at https://vad-ims.health.wa.gov.au Click on the Authorised Disposal Form button.	Where the event of the relation of
The Authorised Disposal Form page will open. Read the guidance on the page.	<section-header><section-header><text><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></text></section-header></section-header>
 Select No to the question Do you already have access to VAD-IMS? Click on the Begin Authorised Disposal Form button. 	Do you already have access to VAD-IMS? * Yes No 1 2 Begin Authorised Disposal Form S
	The Authorised Disposal Form will open.

Step 2 – Filling in the Form	
	Voluntary Assisted Dying Board
	Authorised Disposal Form
	Completed by the Authorised Disposer.
	This form is only to be completed by an Authorised Disposer, as defined in sections 79(3) and 79(4) of the
	Voluntary Assisted Dying Act 2019. B Authorised Disposer Information
	This form is to be completed where the Authorised Dispose has been yoins the prescribed subtance, or a portion of it, by the Contact Person, it is not to be completed by an Administering Practiciner who is disposition of the prescribed by administering the Authorised Form bound be used.
Begin filling in the Authorised Disposal	Utsposing of the prescribed substance (the wall mitseling fractiticitie Disposal rollin should be deep). For more information or assistance, an Authorised Disposer can contact the WA VAD Statewide Pharmacy
Form.	Service.
	This form must be completed immediately after disposing of a prescribed voluntary assisted dying substance.
Note: A red asterisk (*) indicates that a field is	Within 2 business days after disposing of that substance, a copy of the form must be given to the Voluntary
mandatory. This means it must be completed to	Assisted Dying Board.
successfully submit the form.	If completing the form online: Submitting this form constitutes giving a copy to Voluntary Assisted Dying Board.
,	
	A. Patient information
	Unique patient ID (from VAD-IMS); *
	Title*
	○ Mr ○ Mrs ○ Ms ○ Miss ○ Dr ○ Other
	Family name *
	·
When you start typing an address into any address field within the form, VAD- IMS will automatically look this up. You can automatically populate the address fields by clicking on the correct address from the list that appears. If the correct address isn't found, you can manually enter it.	Home address (line 1) * 35 35 35 35 35 35 35 35 35 35 35 35 35
Click the Next button at the bottom of	
each page to continue.	No phone
	Telephone number *
Note: If you can't complete the form in the one	
session, you can download the partially filled in	Email address
form by clicking the link (see red arrow) at the	
bottom of each page.	
You will then need to complete and sign the form	Next
by hand and submit it via the Upload a signed form	
page on VAD-IMS. See the Upload a signed form	
Quick Reference Guide for more information.	If you can't complete the Form now, you can <u>download the partially filled in form</u> to complete by hand later. You can then submit the form by either:
If you are unable to upload online you can fax the	 Scanning the completed and signed Form and uploading it via the VAD-IMS homepage;
completed form to (08) 9222 0399.	- Faxing the completed Form to (08) 9222 0399.

Continue through the form filling in all mandatory fields, and other fields where known.	
 C. Details of Authorised Disposal You will receive an error if you add a date the substance was given to the Authorised Disposer that is in the future. You will receive an error if you add a date substance was disposed that is: in the future; or before the date recorded that the substance was given to the Authorised Disposer. All error messages must be addressed before you will be able to submit the form. 	C. Details of Authorised Disposal Date substance was given to Authorised Disposer (DD/MM/YYYY)* 01/05/2021 Date substance was disposed of by Authorised Disposer (DD/MM/YYYY)* 01/01/2021 Cannot be before Date substance was given to Authorised Disposer
 As you progress, parts of the form that are incomplete will be indicated in the form navigation. 1. Filled blue circles indicate completed parts. 2. Unfilled circles indicate incomplete parts. 	 Complete A Patient information Authorised Disposer Information Incomplete Details of Authorised Disposer Signature of Authorised Disposer Submission
If you haven't completed all mandatory fields before reaching the Submission page, you will be prompted to do so. Clicking on the links in the message will take you to that part of the Form so you can edit it.	Voluntary Assisted Dying Board Authorised Disposal Form Are you ready to submit? Please correct the following before submitting: • Part C - Details of Authorised Disposal must be completed
Step 3 – Submitting the Form First you will submit the digital data and then you will need to upload a copy of the form you have physically signed. 1. Click Submit and then Sign button.	Signature of medical practitioner Signature Image: Signature Image: Date dd/mm/yyyy Print name Print name The next pages will guide you through the steps to finalise your submission. 1.

Once you have completed all the mandatory form fields, a reCAPTCHA prompt will appear.	
 Check the I am not a robot box and complete any required reCAPTCHA Tasks. You will then be able to click the Confirm and Next Step button. You will then be walked through how to finalise submission of your form to the VAD Board. 	 Confirm your submission of digital information already entered Image enext page Image enext page Confirm and Next Step Back
Click the Download the form button. This will download a PDF version of your completed form. Note: The main body of the form will be in a separate PDF to the Appendices.	 Download and print the completed form, but keep this page open. Download the form Sign and scan the printed form. Upload the signed and scanned forms. Upload the scanned form
Print the form, and complete part D. Signature of Authorised Disposer, including the signature, date and print name fields. Note: If the date or print name was entered digitally within the form, it will also pre-populate into the PDF version.	D. Signature of Authorised Disposer Signature J. Blagge Print name Joc Blogge Joc Blogge On disposal of the prescribed substance, you must: 1. Immediately complete this form; and, 2. Within two business days, give a copy to the Voluntary Assisted Dying Board.
Scan the entire completed form (not just the signature page). Click the Upload the scanned form button.	 Download and print the completed form, but keep this page open. Download the form Sign and scan the printed form. Upload the signed and scanned forms. Upload the scanned form

The Upload a signed form page will open. Some fields will already be filled based on information you entered in the form. This includes the Form type, Patient's full name and Form ID fields (see red arrows). Check the I am not a robot box, and complete any required reCAPTCHA Tasks.	<pre>Upload a signed form The subset process provides do not make a subset completed and signed. The subset provides do not make a subset completed and signed. Provide Tomation The subset provides and subset for the subset does provides and signed. Provide Tomation The subset provides and subset for the subset does provides and signed. Provide Tomation The subset provides and subset for the subset does provides and signed. Provide Tomation The subset provides and subset for the subset of the subset provides and signed. Provide Tomation The subset provides and subset for the subset of the subset provides and signed. Provide Tomation The subset provides and subset for the subset of the subset provides and signed. Provide Tomation The subset provides and subset for the subset of the subset provides and signed. Provide Tomation The subset provides and subset for the subset of the subset provides and signed. Provide Tomation The subset provides and subset for the subset provides and signed. Provide Tomation The subset provides and subset for the subset provides and signed. Provide Tomation The subset provides and subset for the subset provides and signed. Provide Tomation The subset provides and subset for the subset provides and signed. Provide Tomation The subset provides and subset for the subset provides and subset for the subset provides and subset provide</pre>
Click on the Add new file area that appears. This will open your computer's file explorer. Navigate to and select the file of the signed and scanned Form.	Upload Attach signed form * Add new file Allowed file types: doe does pit if a liss jog joeg tilf and Mare file size: 10 M8 Upload form
The file will be added. Note: More information and options for the added file can be seen by clicking the chevron symbol () next to the file name. From here you can replace or delete the file if needed. Click Upload form to complete process of submitting the form to the VAD Board.	Upload Attach signed form * Scanned Form or Declaration.pdf Version history Version 1 (current version) Created by 1:27PM May 25, 2021 Replace file Delete Delete Allowed file types : doc docx pdf xls xlsx jpg jpeg tiff png Max file size : 10 MB Upload form
 A confirmation screen will open. Read the Next steps guidance carefully. You can download a pdf receipt of submission for your records by clicking the Download the receipt button. If you have returned the form by fax you will be sent a confirmation of receipt by the Secretariat. 	Thank you, your file has been received Submitted forms will be processed by the Voluntary Assisted Dying Board Secretariat. You can download the confirmation of receipt for your records below. If you have any questions regarding the submitted form please contact <u>VADBoard@health wa.gov.au</u> Image: Authorised Disposal Date of submission: 12:02PM on 07/04/2021 Submitted Dy: Alan Disposal Patient Name: John Patient Patient Reference #: Authorised Disposal Reference #: 657437 Episode Reference #:

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