



# Representation Agreement Instructions

Pick your Representatives carefully.

It does not have to be a relative. It can be a neighbour or a friend. You should pick a representative with the following characteristics:

- Someone who is willing to do the job.
- Someone who can speak assertively.
- Someone you trust to carry out your healthcare wishes.
- Someone who can make tough decisions.

If you want your spouse to be your Representative, make sure they have the following characteristics:

- **In good physical and mental health:** This is often a tough job and will require stamina.
- **Ability to remain calm:** They need to be able to stay logical in an emotionally charged situation.
- **Ability to make tough decisions.** They need to be able to make tough decisions around your care.

If you want your spouse to be your Representative, consider having another person as co-Representative. This requires a custom-made form, so you should contact Nidus or an estate notary or lawyer.

We use <http://Nidus.Ca> BASIC forms. If you have a situation that is complex, contact a knowledgeable estate lawyer or Nidus.ca.

The forms can be filled out by hand or online on your computer.

The Nidus forms are designed to meet the legal requirements for making a valid document, so make sure you remember the following:

- Do not leave blanks
- Do not add, delete, or change the wording
- Do not use white-out
- Do not forget to put one line through any incorrect information and initial it if a mistake is made

## Who gets a copy?

1. The Representative should have a copy and must take it and show it at the hospital. (If the Representative cannot make it to the hospital, a note should be written by the Adult or Representative and presented by the Alternate.)
2. The Alternate should have a copy.
3. Take the original to your doctor to have it scanned to your file. Take the original back home with you.

## Where to put a copy of your Representation Agreement (RA):

You may want to keep your documents in the freezer in a clearly marked Ziploc bag since your freezer is both water and fireproof.

Paramedics are now trained to look on the fridge for evidence of important medical information. Put a clearly written note on your fridge explaining where your documents are.

Do not put the RA in a safe or safety deposit box. It must be accessible

## A RA7 ALL is for health, personal, financial and legal matters

An RA7 can be used by those whose capability is in question. The Representative cannot make major financial decisions and can't make End-of-Life decisions, but can be the Enduring Power of Attorney.

### Examples:

1. You live alone and have no friends or family readily available. You have a neighbour who you trust but not with your life or your savings. A RA7 with Financial will allow them to assist you with your health care and personal decisions and get into your home to take care of pets, plants, and food in the fridge. It also allows them to pay your rent and regular bills.
2. You have mild to moderate dementia. You are having difficulty managing some day-to-day tasks, but you know who you want to help you. The person you choose will help you understand your medical situation as well as help you with your personal tasks and help you with your day-to-day bills. You still want to make your own health-care decisions and you are putting your own financial affairs in order while you still can.

Go to: [http://www.nidus.ca/PDFs/Nidus\\_Form\\_RA7\\_all.pdf](http://www.nidus.ca/PDFs/Nidus_Form_RA7_all.pdf). We highly recommend you read ALL of the package, but pay particular attention to pages 4 to 6. Please ensure your Representatives and Monitor read pages 22 to 24 to understand their role.

You will need to designate someone for the following roles:

- One Representative
- One Alternate Representative (if possible)
- One Monitor is required (an added safeguard due to the financial component)

## A RA9 is for health and personal only

An RA9 does not have a financial component, so an Enduring Power of Attorney (EPOA) is also highly recommended.

It is the most powerful health document, and it allows the Representative to assist with routine matters and to make all decisions, including End-of-Life decisions, when you are incapable.

An Enduring Power of Attorney is highly recommended to take care of financial and legal affairs. The Representative can also be the EPOA, but it requires two separate documents.

Representation Agreement 9 (RA9): [http://www.nidus.ca/PDFs/Nidus\\_Form\\_RA9.pdf](http://www.nidus.ca/PDFs/Nidus_Form_RA9.pdf)

You should designate someone in the following roles:

- One Representative
- One Alternate Representative (if possible)