

# Your guide to Shared Decision Making

Shared Decision Making (SDM) is a process in which people who experience a change in their health work together with their healthcare professionals to select the investigations, treatments, and management plans that will work best for them.

This approach is so important. There is lots of evidence to show that making healthcare decisions in a shared way improves the quality of those decisions and improves the experience and satisfaction of the person(s) affected.

## **But doesn't my healthcare professional know what is best?**

Yes, and no! Your healthcare professional brings a wealth of technical knowledge and experience about what might work for a group of people in your position, but that doesn't mean they know what will work best for you as an individual. The best decisions are made by bringing together two (or sometimes more) experts – some with technical knowledge and some with knowledge of you, your interests, and your preferences. After all, you are the expert about you, and a good experience requires us to include that expertise in the decision making.

## Top Tips

1

### Don't be afraid of asking questions

There is no such thing as a daft question! Ask all of the questions you need to in order to answer your worries, or in order to feel confident that you can make the right healthcare decisions for you.

2

### Write your questions down

We all think of questions we wished we had asked. Consultations can sometimes be stressful events, and it is easy to forget things we had wanted to ask when the conversation distracts us. If you think this might happen then write down the questions you already have so that you can remind yourself during your consultation.

3

### If it doesn't feel right, then it probably isn't

It's common to feel a little bit unsure or nervous if you are making a big decision about your healthcare. But if you are more unsure than you think you should be then it's important to let your healthcare professional know. It may be that more information answers those niggling doubts, but it may be that the plan needs changing to best suit your needs.

4

### Use the internet cautiously

The internet is a rich source of information, including healthcare information, but much of it is unvetted and in any case many healthcare decisions are complex. The internet should never be an alternative to asking questions of your healthcare professional if you are making an important healthcare decision. The internet can be a great source of supporting information, but it is important to make sure you are using high quality websites where the information is carefully checked – for example the BCU Pathways site, [www.bcupathways.com](http://www.bcupathways.com)

## The 4 questions tool

The '4 questions tool', is a simple way to frame your questions. Of course, you can ask more than four questions!

What are my options?

What is good and bad about each option?

What would happen if I did nothing?

How can you support me to make a plan that is right for me?

The '4 Questions Tool' is based on Shepherd HL, et al. Three questions that patients can ask to improve the quality of information physicians give about treatment options: A cross-over trial. *Patient Education and Counselling*, 2011;84: 379-85

## Sources of further information

You can find more information and advice on our BCU Pathways website.



[www.bcupathways.com](http://www.bcupathways.com)

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Gallwch ddod o hyd i ragor o wybodaeth a chyngor ar ein gwefan Llwybrau PBC.

**Ffynonellau gwybodaeth bellach**

## Y dull 4 cwestiwn

Mae'r 'dull 4 cwestiwn', yn ffordd syml o lunio eich cwestiynau. Ond cofiwch, gallwch ofyn mwy na phedwar cwestiwn!

Beth yw fy opsiynau?

Beth yw manteision  
ac anafanteision pob  
opsiwn?

Beth fyddai'n digwydd pe  
bawn i'n gwneud dim?

Sut gallwch chi fy helpu i  
wneud cynllun sy'n iawn i mi?

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1

**Peidiwch â bod ag ofn gofyn cwestiynau**

Nid oes y fath beth â chwestiwn gwirion! Gofynnwch yr holl gwestiynau sydd eu hangen er mwyn i chi gael yr atebion am yr hyn sy'n eich poeni neu er mwyn i chi deimlo'n hyderus y gallwch chi wneud y penderfyniadau gofal iechyd cywir i chi.

2

**Nodwch eich cwestiynau ar bapur**

Rydym i gyd yn meddwl am gwestiynau yr hoffem ni fod wedi'u gofyn. Weithiau, mae ymgynghorladau'n gallu achosi straen ac mae'n hawdd anghofio am y pethau yr oeddem am eu gofyn pan fydd y sgwrs yn tynnu ein sylw. Os ydych chi'n meddwl y gallai hyn ddigwydd i chi, ysgrifennwch eich cwestiynau er mwyn eich atgoffa eich hun yn ystod yr ymgynghorlad.

3

**!awn**

**Os nad yw'n teimlo'n iawn, yna mae'n debyg nad yw yn**

Mae teimlo ychydig yn ansicr neu'n nerfus yn arferol wrth wneud penderfyniad mawr am eich gofal iechyd. Ond os ydych yn fwy ansicr nag y credwch y dylech fod, mae'n bwysig eich bod yn rhoi gwychod i'ch gweithiwr gofal iechyd proffesiynol. Efallai y bydd mwyn o wybodaeth yn ateb yr amheuan hynny neu efallai bod angen newid y cynllun i weddu eich anghenion chi.

4

**Byddwch yn ofalus wrth ddefnyddio'r rhyngwryd**

Mae'r rhyngwryd yn ffynhonnell gyfoethog o wybodaeth, gan gynnwys gwybodaeth am ofal iechyd. Ond mae llawer o'r wybodaeth heb ei gwirio a beth bynnag, mae llawer o benderfyniadau gofal iechyd yn gymhleth. Wrth wneud penderfyniad gofal iechyd pwysig, ni ddylech fyth ddefnyddio'r rhyngwryd yn hytrach na gofyn cwestiynau i'ch gweithiwr gofal iechyd proffesiynol. Er bod y rhyngwryd yn ffynhonnell wych o wybodaeth ychwanegol, mae'n bwysig sicrhau eich bod yn defnyddio gwyfannau o ansawdd uchel lle mae'r wybodaeth yn cael ei gwirio'n ofalus - er enghraifft gwefan Llwybrau BCU, [www.bcupathways.com](http://www.bcupathways.com)

Mae'r penderfyniadau gorau'n cael eu gwneud trwy ddod â dau (neu weithiau fwy) o arbenigwyr ynghyd - rhai â gwybodaeth dechnegol a rhai â gwybodaeth amdanoch chi, eich diddordebau, a'ch blaenoriaethau. Wedi'r cyfan, chi yw'r arbenigwr arnoch chi eich hun. Er mwyn i chi gael profiad da, mae angen i ni gynnwys eich arbenigedd chi wrth wneud penderfyniadau.

le, a nage! Mae eich gweithiwr gotal iechyd proffesiynol yn dod â chyfoeth o wybodaeth dechnegol a phrofiad am yr hyn a allai weithio i grŵp o bobl yn eich seyllfa chi, ond nid yw hynny'n golygu eu bod yn gwybod beth fydd yn gweithio orau i chi fel unigolyn.

## Ond nid fy ngweithiwr gotal iechyd proffesiynol sy'n gwybod beth sydd orau?

Proses yw Gwneud Penderfyniadau ar y Cyd lle mae unigolion sy'n gweld newid yn eu hiechyd yn cydwethio â'u gweithwyr gotal iechyd proffesiynol i ddewis yr ymchwilwlladau, y triniaethau a'r cynlluniau rheoli a fydd yn gweithio orau iddyn nhw. Mae'r dull hwn yn bwysig. Mae llawer o dystiolaeth i ddangos bod gwneud penderfyniadau gotal iechyd ar y cyd yn gwella ansawdd y penderfyniadau hynny ac yn gwella profiad a boddhad yr unigolion sy'n cael eu heffeithio.

# Eich Canllaw ar gyfer Gwneud Penderfyniadau ar y Cyd