

# Essential Steps to Shared Decision Making - SHARE



- S** - Seek your patient's participation.
- H** - Help your patient explore and compare treatment options.
- A** - Assess your patient's values and preferences.
- R** - Reach a decision with your patient.
- E** - Evaluate your patient's decision.

## Step 1: Seek your patient's participation

**Communicate that a choice exists and invite your patient to be involved in decisions.**

Patients have a right to understand their treatment options. They may choose not to participate, but try to engage them in their healthcare decisions whenever possible.

### Tips for engaging your patient

- Summarize the health problem.
- Let your patient know about any options for their health problem.
- Ask your patient to participate with the healthcare team in making healthcare decisions.
- Include family or caregivers in discussions.
- Remind your patient that his or her participation is important.

## Step 2: Help your patient explore and compare treatment options

**Discuss the benefits and harms of each option.**

Many healthcare decisions have multiple treatment options, including the option of no care. Often no single option is clearly superior. Use evidence-based decision-making resources to compare the treatment options.

### Tips for exploring treatment options with your patient

- Assess what your patient already knows about his or her options.
- Write down a list of the options and describe them in plain language.
- Clearly communicate the risks and benefits of each option. Explain the limitations of what is known and unknown about the treatment options and what would happen with no treatment.
- Communicate numbers in a way that your patient can understand. Use simple visual aids (graphs, charts, pictographs) to help your patient understand your explanations.
- Offer evidence-based decision aid tools whenever possible.
- Summarize by listing the options again.
- Use the teach-back technique to check for understanding. Ask your patient to explain in his or her own words what the options are.

## Step 3: Assess your patient's values and preferences

**Take into account what matters most to your patient.**

An optimal decision is one that takes into account patient values and treatment goals.

### Tips for assessing values and preferences

- Encourage your patient to talk about what matter most to him or her.
- Ask open-ended questions.
- Listen actively to your patient. Show empathy and interest in the effect that a problem is having on your patient's life.
- Acknowledge the values and preferences that matter to your patient.
- Agree on what is important to your patient.

Note: What matters most to your patient?

It might be:

- Recovery time.
- Out-of-pocket costs.
- Being pain free.
- Having a specific level of functionality.

## Step 4: Reach a decision with your patient

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### **Decide together on the best option and arrange for a follow-up appointment.**

Guide your patient to express what matters the most to him or her in deciding the best treatment option. When your patient is ready, he or she will make a decision. Your patient may also choose to delegate the decision to someone else.

#### **Tips for decision making**

- Help your patient move to a decision by asking if he or she is ready to make a decision.
- Ask if your patient would like additional information tools such as educational materials or decision aids to help make a decision.
- Check to see if your patient needs more time to consider the options or discuss them with others.
- Confirm the decision with your patient.
- Schedule follow-up appointments to carry out the preferred treatment or active surveillance.

## Step 5: Evaluate your patient's decision

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### **Support your patient so the treatment decision has a positive impact on health outcomes.**

For many decisions, particularly those related to the management of a chronic illness, decisions can and should be revisited after a trial period.

#### **Tips for evaluation of the decision**

- Monitor the extent to which the treatment decision is implemented.
- Assist your patient with managing barriers to implementing his or her decision.
- Revisit the decision with your patient and determine if other decisions need to be made.

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