

# Submit an Authorised Disposal Form

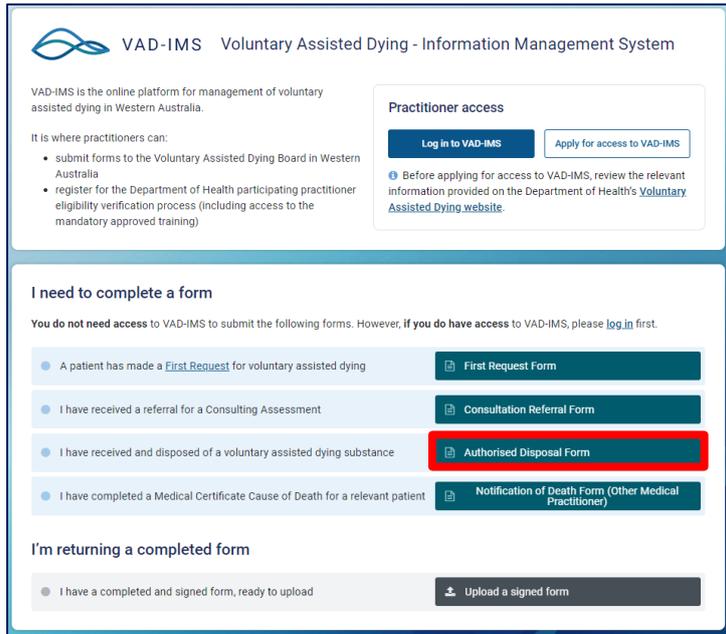
## VAD-IMS Quick Reference Guide

- This guide is for practitioners who **do not** have a VAD-IMS account.
  - If you 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

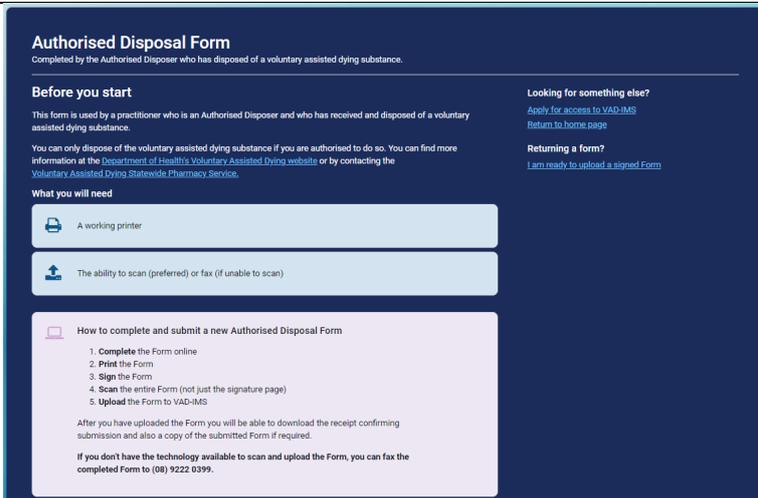
Go to the VAD-IMS homepage at <https://vad-ims.health.wa.gov.au>

Click on the **Authorised Disposal Form** button.



The **Authorised Disposal Form** page will open.

Read the guidance on the page.



1. Select **No** to the question *Do you already have access to VAD-IMS?*

2. Click on the **Begin Authorised Disposal Form** button.



The Authorised Disposal Form will open.

## Step 2 – Filling in the Form

Begin filling in the Authorised Disposal Form.

**Note:** A red asterisk (\*) indicates that a field is mandatory. This means it must be completed to successfully submit 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.

This form is to be completed where the Authorised Disposer has been given the prescribed substance, or a portion of it, by the Contact Person. It is **not** to be completed by an Administering Practitioner who is disposing of the prescribed substance (the Administering Practitioner Disposal Form should be used).

For more information or assistance, an Authorised Disposer can contact the WA VAD Statewide Pharmacy Service.

This form must be completed **immediately** after disposing of a prescribed voluntary assisted dying substance.

Within **2 business days** after disposing of that substance, a copy of the form must be given to the Voluntary Assisted Dying Board.

**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

355 Scarborough Beach Road Osborne Park WA, Australia

35 Lake Street Northbridge WA, Australia

350 Hammond Road Success WA, Australia

35 Seeling Hwy Canning WA, Australia

35 Wellington Street East Perth WA, Australia

state \*

- please select a state -

Postcode \*

Click the **Next** button at the bottom of each page to continue.

**Note:** If you can't complete the form in the one session, you can download the partially filled in form by clicking the link (see red arrow) at the bottom of each page.

You will then need to complete and sign the form 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 are unable to upload online you can fax the completed form to (08) 9222 0399.

No phone

Telephone number \*

Email address

**Next**

**If you can't complete the Form now, you can download the partially filled in form to complete by hand later. You can then submit the form by either:**

- Scanning the completed and signed Form and uploading it via the VAD-IMS homepage;
- Faxing the completed Form to (08) 9222 0399.

Continue through the form filling in all mandatory fields, and other fields where known.

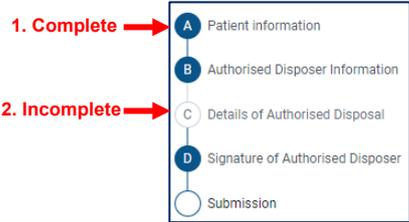
**C. Details of Authorised Disposal**

- 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.

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.



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.

**Step 3 – Submitting the Form**

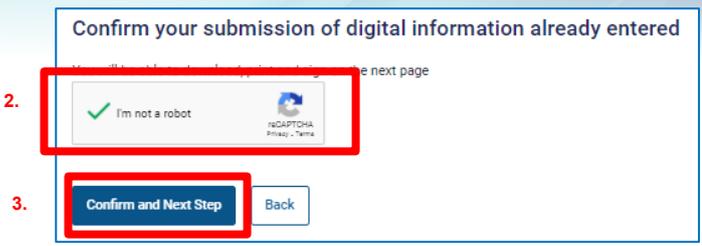
First you will **submit the digital data** and then you will need to **upload** a copy of the form you have **physically signed**.

1. Click **Submit and then Sign** button.

Once you have completed all the mandatory form fields, a reCAPTCHA prompt will appear.

2. Check the **I am not a robot** box and complete any required reCAPTCHA Tasks.
3. You will then be able to click the **Confirm and Next Step** button.

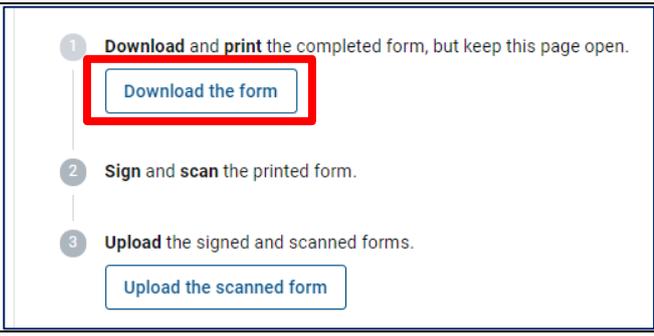
You will then be walked through how to finalise submission of your form to the VAD Board.



Click the **Download the form** button.

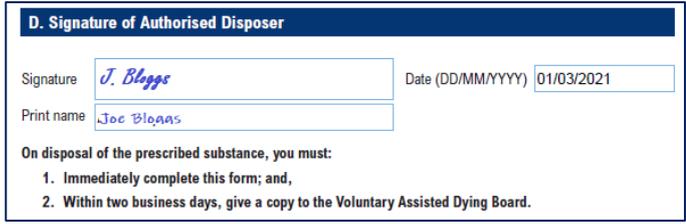
This will download a PDF version of your completed form.

**Note:** The main body of the form will be in a separate PDF to the Appendices.



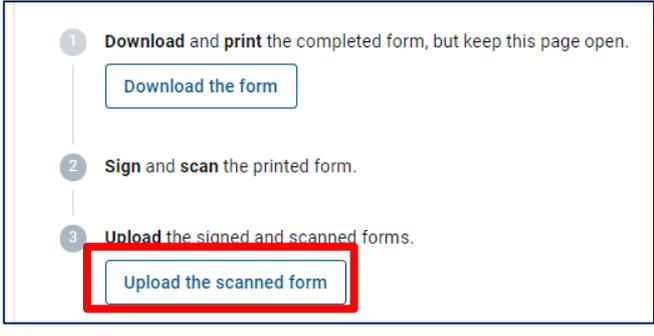
**Print** the form, and complete part **D. Signature of Authorised Disposer**, including the signature, date and print name fields.

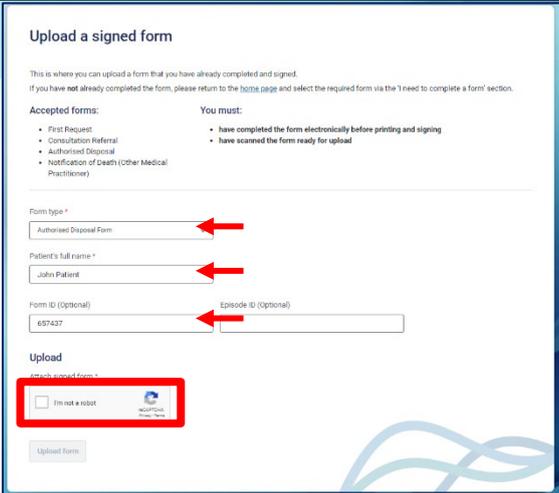
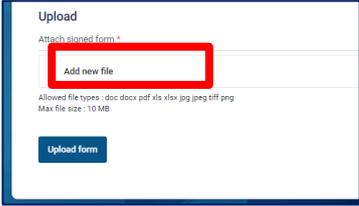
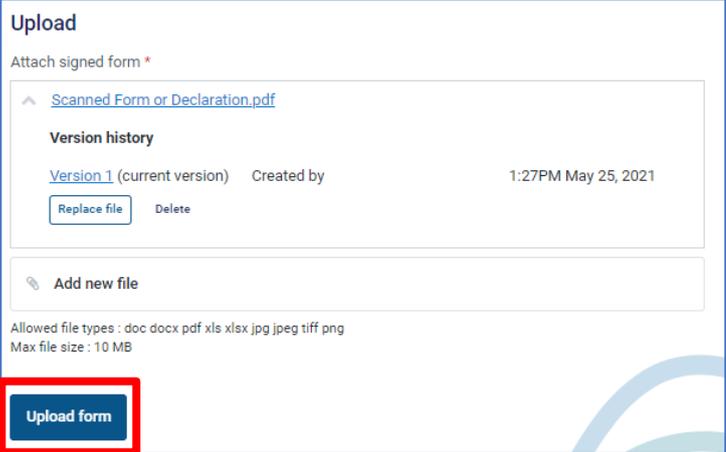
**Note:** If the date or print name was entered digitally within the form, it will also pre-populate into the PDF version.



**Scan** the entire completed form (not just the signature page).

Click the **Upload the scanned form** button.



<p>The <b>Upload a signed form</b> page will open.</p> <p>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).</p> <p>Check the <b>I am not a robot</b> box, and complete any required reCAPTCHA Tasks.</p>	
<p>Click on the <b>Add new file</b> area that appears.</p> <p>This will open your computer's file explorer. Navigate to and select the file of the signed and scanned Form.</p>	
<p>The file will be added.</p> <p><b>Note:</b> 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 <b>replace or delete</b> the file if needed.</p> <p>Click <b>Upload form</b> to complete process of submitting the form to the VAD Board.</p>	
<p>A confirmation screen will open.</p> <ul style="list-style-type: none"> <li>• Read the <b>Next steps</b> guidance carefully.</li> <li>• You can download a pdf receipt of submission for your records by clicking the <b>Download the receipt</b> button.</li> <li>• <i>If you have returned the form by fax you will be sent a confirmation of receipt by the Secretariat.</i></li> </ul>	