

SELECTION OF ADVANCE CARE PLANNING (ACP) FACILITATORS

The selection of individuals who will be trained as certified ACP facilitators is important. Depending on the setting where ACP is implemented, these individuals will come from a variety of disciplines such as nursing, social workers, chaplains, and community volunteers.

Selection of qualified ACP Facilitators for an effective process involves:

- administrative support for the integration of ACP facilitation skills into existing job description and responsibilities (when applicable)
- clear understanding of expectations, such as completion of course prerequisites, and commitment to practice and refine ACP facilitation skills.
- good communication skills — active listening, person-centered interviewing, and nonjudgmental or biased attitude;
- good inter-professional relationships; and
- ability to give and receive feedback on effectiveness of ACP facilitation.

ACP FACILITATOR RESPONSIBILITIES

- Initiates opportunities for ACP discussions
- Assesses the needs of the individual seeking ACP assistance
- Designs a person-centered approach to ACP based on the person's illness, readiness, fears, concerns, and religious or cultural beliefs
- Makes referrals to other resources as needed
- Assists participant in making informed healthcare decisions based on facts, understanding, reflection, and discussion
- Prepares the participant's healthcare surrogate and loved ones to understand and honor the participant's decisions
- Assists in developing a plan that honors the participant's goals, values, and beliefs
- Develops strategies to effectively communicate the plan to those responsible for implementing it (e.g., physician, other providers, healthcare surrogate, and family)
- Participates in activities planned for facilitators