

TRAINER TOOLKIT | Advance Care Planning Presentation Options

Coalition for Compassionate Care of California

Presentation Length	Healthcare Audience
15 Minutes	<ul style="list-style-type: none"> • Talk: Brief overview of Advance Care Planning. • Key points: Encourage everyone to complete Advance HealthCare Directive (AHCD) and talk about advance care planning. • Consider: Show one to three slides: Benefits of ACP (slides 4-5) and ACP Continuum (slide 9) • Allow time to answer audience questions. Provide resources the audience can explore at home.
30 to 45 Minutes	<ul style="list-style-type: none"> • Begin with intro talk and start the PowerPoint. • Focus on, fundamentals: ACP, AHCD and POLST. • You will have time for about 12 or so content slides so choose ones that make a main point. For example, Benefits of ACP (4-5), ACP Continuum (9), What is an AHCD? (12), How to Choose an Agent (21,22), slides on what the POLST is (32-34) • Consider one short exercise so folks can understand the impact of ACP. E.g. <i>Personal Reflection</i> survey to focus on importance of AHCD, or show one of the videos listed (See the CHCF <i>Reflections on End of Life</i> Videos http://www.chcf.org/projects/2012/end-of-life-care - <i>Raymond</i> or <i>Maria</i>) followed by short discussion. • Conclude with call to action: Encourage everyone to complete their own advance care plan; and a challenge: Assist or encourage one family member to do their ACP. This practice will help them prepare to work with patients and patients' families. • Allow time to answer audience questions. • Provider resources they can explore at home.
45 to 60 Minutes	<ul style="list-style-type: none"> • Similar to above but you will cover most of the slide material if time is used efficiently. • Begin with intro talk and start the PowerPoint. (For a 45 minute presentation, you may need to shorten the slide set some, see instructions below.) • Consider starting with one of the CHCF <i>Reflections on End of Life</i> Videos (http://www.chcf.org/projects/2012/end-of-life-care) (See Trainer Resources.) • Activities will help the learning process and facilitate engagement with the material. Choose from: <i>Personal Reflection</i> exercise, or have the group members Discuss Personal Advance Care Planning Goals. You might have time to introduce or play <i>Go Wish</i> (See resource information sheet and explore the web-based game). • Allow time for discussion and questions. Call to action and challenge as above.

60 to 80 Minutes	<ul style="list-style-type: none"> • Begin with intro talk and start the PowerPoint. • The CHCF <i>Reflections on End of Life</i> Videos (http://www.chcf.org/projects/2012/end-of-life-care) are a nice way to get into the topic. Showing one (3 minutes) at the beginning is often a good opening. • Early on do the <i>Self Reflection</i> Exercise; this helps people to personalize the work of ACP. Have folks read and work on the sheet then follow with open discussion. (See instructions) • You should have time for three short or maybe two longer exercises interspersed with coverage of slide content. • Allow time for discussion and questions. • Conclude with call to action: Encourage everyone to complete their own advance care plan; and a challenge: Assist or encourage one family member to do their ACP. This practice will help them prepare to work with patients and patients' families.
MANAGING THE SLIDES	<ul style="list-style-type: none"> • FOR SHORTER SLIDE SETS OR REDUCED CONTENT FOR SPECIFIC AUDIENCES AND TIME FRAMES, SOME SECTIONS MAY NEED TO BE DELETED OR COMMENTS MAY NEED TO BE ABBREVIATED. <ul style="list-style-type: none"> ○ Note that POLST is covered in slides 32-35 • THE FOLLOWING SECTIONS CAN BE DELETED FOR SHORTER SLIDE SETS. <ul style="list-style-type: none"> ○ Some you might leave out: 6, (Triple Aim) 14, (Leeway) 15 (photos of forms) ○ Definitions of palliative care and hospice: Slides 39-45 ○ Billing for ACP: Slides 46-49 <p>Finish with slide 50: Recap</p>