

To be used by a member of the ACP team

Advance Care Planning Introduction Guide

Getting Started: Explore and Create a Follow-Up Plan

The invitation

"I am a member of the advance care planning team. I help individuals and their families learn how to plan for future healthcare decisions. I'd like to help you get started today. I have a few questions for you."

1. Explore understanding of advance care planning (ACP)

"You may have received information about advance care planning. Tell me what you understand about this type of planning."

Advance Care Planning: Advance care planning is for all adults. It is thinking and talking about future healthcare decisions if you had a sudden event, like a car accident or illness, and could not make your own decisions. A person close to you would need to make choices for you. We call this person a healthcare agent. This conversation will help your agent understand your goals and values. This will help him or her to make decisions for you, if needed.

"What fears or concerns do you have about this planning?"

2. Choose a healthcare agent

"One of the most important decisions we encourage people to make is choosing your healthcare agent."

"This person would make decisions for you in the future if you could not make your own decisions. There are four qualities you should look for. A healthcare agent should be willing to:

- Accept this role,*
- Talk with you about your goals, values, and preferences,*
- Follow your decisions (even if he or she does not agree with them), and*
- Make decisions in difficult moments (e.g., differing opinions; crisis situations).*

Do you know anyone who could do this?"

3. Make recommendations for continuing the ACP conversation

- Provide information and local resources (e.g., ACP education materials, group ACP classes, online tutorials, brochures)
- Schedule a return appointment to include the healthcare agent
- Create a list of questions for physician
- Provide copy of advance directive document if appropriate

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