



Planning Your Resident and Family Advance Care Planning Education Session

Time Frame

1 -1.5 hours allows time for presentation of information, the video and time for questions. Schedule the time that works best for your residents and for family members. You may want to advertise in your newsletter and/or with posters.

Equipment

A large screen TV and DVD player are needed. If the room is big and you expect your group to be large consider using a microphone.

Materials

“My Voice” – Planning Ahead DVD (16 minutes)

”My Voice” workbook, two versions (Standard Form and Short Form)

Three brochures: “My Voice” – Planning Ahead Brochure

“My Voice” – Planning Ahead Agent Card

“My Voice” – Planning Ahead Wallet Card

For sessions which include information about the Goals of Care Designations, a fourth brochure “Understanding the Goals of Care Designations” is available.

All of the above materials are available on the website at:

http://www.calgaryhealthregion.ca/programs/advancecareplanning/acp_tools.htm

You may wish to distribute the workbooks and the brochures:

- as people arrive
- after the video
- as participants leave

Introductions

- **Staff in attendance:** name, job title and their area of responsibility in your centre.
- **Topic:** What is advance care planning? Why is it relevant for the residents and their loved ones in your centre?

Video

Show the 16 minute video. Remind them that the video is available for loan and is also available on the website along with the workbooks and brochures at:

http://www.calgaryhealthregion.ca/programs/advancecareplanning/acp_tools.htm

Post-Video Discussion Points

- Individuals on the video were clients or patients in one of five pilot sites. These individuals along with others in those programs, contributed to the development of the brochures and the “My Voice” workbooks that are provided.
- Review the “My Voice” workbook – two versions – Standard and Short Form. Short Form is printed in a larger format for easier reading and does not provide information about the issues involved in medical decision making. Both workbooks include the personal directive form. The benefit to completing a “My Voice” workbook is that it provides the opportunity for people to consider their wishes and values as they relate to health care decisions. This is more information than is usually seen in a PD.
- Introduce and review the brochures
- Mention the Office of the Public Guardian and the Personal Directives Amendment Act which took effect June 30, 2008. One new feature is the voluntary registry which can be accessed online at: <http://seniors.gov.ab.ca/opg/registry/> or by calling toll-free 1-877-427-4525.

Time for Questions

The following questions are frequently asked. If there are no questions you may want to raise these and provide answers.

- I already have a Personal Directive – do I need to do another one?
- My lawyer has drawn up an Enduring Power of Attorney (EPOA) – do I need to make a Personal Directive?
- What is the difference between a POA and a PD?
- What happens if I change my mind?
- Do I need to see a lawyer to make a PD?
- My family know what I want – why should I make a Personal Directive?

The answers to these and other Frequently Asked Questions (FAQ's) can be found on our website at: <http://www.calgaryhealthregion.ca/programs/advancecareplanning/faqs.htm>

Goals of Care Designations

Brochure: *Understanding the Goals of Care Designations*

The new *Advance Care Planning: Goals of Care Designation (Adult) policy* took effect November 25, 2008 throughout Alberta Health Services, Calgary and Area.

- The new policy has many positive features.
- It defines a goals of care framework that is consistently used to guide collaborative decision making by clinicians and their patients in all health care service areas.
- It provides standard forms for documenting the conversations and decisions that are reached about current and future health care treatments.
- It provides for the transfer of this information across the continuum of care. (Show the Tracking Record, Order Form and Green Sleeve and provide some examples, if you can, about how the information that was communicated to acute care or received back from acute care helped staff in both sectors provide care for your residents.)

How the Policy is being implemented in your Centre

General remarks about your implementation and ongoing processes are appropriate:

- How are the conversations happening - when and with whom,
- When is the doctor's order written,
- Can a Goals of Care Designation be changed?
- Will the Goals of Care Designations be reviewed at the annual care conference?

If individual residents have specific questions about their own situation, offer to speak with them after the meeting in order to arrange a time for them to speak with the appropriate staff members.

Tell participants how they can obtain more information and materials and who in your centre can answer any future questions.