

ACP facilitation training DAY 1

Timetable: 9 am – 4:30 pm

9.00 – 9.05	Welcome
9.05 – 9.25	Introduction of the participants including their expectations
9.25 – 9.30	Aims of the training program
9.30 – 9.45	Introduction of the ACP concept
9.45 – 10.00	Exchange of experience with the AD the participants had to fill in: What was easy? What kind of support would be useful
10.00 – 10.20	Good Beginning/ How to start a conversation
10.20 – 10.50	Pairs: Starting a conversation Situations: 1. Patient just returned from an intervention, is tired. 2. Patient awakening from his nap 3. Patient had visitors and doesn't want to talk Exchange of experience
10.50 – 11.05	Break
11.05 – 11.20	Insecurity and stress of the counsellor during a session
11.20 – 12.00	How to name a substitute decision maker?
12.00 – 12.30	Exchange of experiences: daily practice until now plenum
12.30 - 13.15	Lunch Break
13.15 – 13.40	Discussion of values- Role play by trainers
13.40 – 14.00	Legal background of ACP
14.00 – 14.15	General Goals of Care- Video
14.15 – 14.30	Break
14.30 – 15.00	Emergency form (ÄNO/POLST) and how to use it
15.00 - 16.00	Exercise in pairs: Fill in an emergency form (ÄNO/POLST) of the role play patient based on his/her General Goals of Care: What would he/she have wanted?
16.00 – 16.10	Information concerning homework: Fill in a complete AD with a friend or relative
16.10 – 16.30	Open questions and good bye

ACP facilitation training DAY2

Timetable: 9am – 4pm

9.00 – 9.05	Welcome
9.05 – 9.55	Questions concerning the study plan
10.00 – 10.30	Experiences with homework
10.30 – 10.45	Break
10.45 – 11.30	Interaction between General Goals of care and Decision Aids Medical background for goals of care, examples Logic of the AD including emergency forms
11.30 – 11.50	Exercise: How to recognize inconsistent/invalid ADs (between values, goals of care, medical measures)
11.50 – 12.30	Discussion
12.30 – 13.15	Lunch break
13.15 – 13.30	Introduction of the following exercise
13.30 – 14.30	Role play (pairs with a observer)

	Fill in an AD 1. Medical situation: COPD patient 2. Relationship conflict, surrogate afraid to take responsibility 3. No medical indication for CPR but patient wants «ALL»
14.30 – 15.00	Exchange of experiences
15.00 – 15.15	Break
15.30 – 15.45	Information about the training sessions with the actors
15.30 – 15.45	Open questions
15.45 – 16.00	Evaluation and good-bye

Follow-up: Individual coaching support of facilitators by the MAPS study team ACP trainers up to 10 hours; ACP facilitation meetings every two months to exchange experiences