

## ACP facilitation training DAY 1

Timetable: 9 am – 4:30 pm

9.00 – 9.05	<b>Welcome</b>
9.05 – 9.25	<b>Introduction of the participants including their expectations</b>
9.25 – 9.30	<b>Aims of the training program</b>
9.30 – 9.45	<b>Introduction of the ACP concept</b>
9.45 – 10.00	<b>Exchange of experience with the AD the participants had to fill in: What was easy? What kind of support would be useful</b>
10.00 – 10.20	<b>Good Beginning/ How to start a conversation</b>
10.20 – 10.50	<b>Pairs: Starting a conversation Situations:</b> 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 <b>Exchange of experience</b>
10.50 – 11.05	<b>Break</b>
11.05 – 11.20	<b>Insecurity and stress of the counsellor during a session</b>
11.20 – 12.00	<b>How to name a substitute decision maker?</b>
12.00 – 12.30	<b>Exchange of experiences: daily practice until now plenum</b>
12.30 - 13.15	<b>Lunch Break</b>
13.15 – 13.40	<b>Discussion of values- Role play by trainers</b>
13.40 – 14.00	<b>Legal background of ACP</b>
14.00 – 14.15	<b>General Goals of Care- Video</b>
14.15 – 14.30	<b>Break</b>
14.30 – 15.00	<b>Emergency form (ÄNO/POLST) and how to use it</b>
15.00 - 16.00	<b>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?</b>
16.00 – 16.10	<b>Information concerning homework: Fill in a complete AD with a friend or relative</b>
16.10 – 16.30	<b>Open questions and good bye</b>

## ACP facilitation training DAY2

Timetable: 9am – 4pm

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

	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	<b>Exchange of experiences</b>
15.00 – 15.15	<b>Break</b>
15.30 – 15.45	<b>Information about the training sessions with the actors</b>
15.30 – 15.45	<b>Open questions</b>
15.45 – 16.00	<b>Evaluation and good-bye</b>

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