

Statewide Office of Advance Care Planning



Advance Care Planning (ACP) in Residential Aged Care Facilities

ACP Train-the-Trainer Guide

October 2021

OACP

Statewide Office of Advance Care Planning



**Queensland
Government**

Copyright

This document is licensed under a Creative Commons Attribution-NonCommercial-NonDerivs 3.0 Australia licence. To view a copy of this licence visit:

<https://creativecommons.org/licenses/by-nc-nd/3.0/au/>

© Brisbane South Palliative Care Collaborative 2021

In essence you are free to copy, distribute and transmit the work in its current form for non-commercial purposes. You must attribute the work in the manner specified by the authors. You may not alter, transform or build on this work.

Citation

Brisbane South Palliative Care Collaborative. 2021. ACP Train-the-Trainer Guide. Brisbane: Brisbane South Palliative Care Collaborative.

Acknowledgements

This document has been adapted from the ACP Champion Guide as part of the *Improving end-of-life care for residential aged care residents* initiative, which was a project created in partnership between Metro South Health, operating through Brisbane South Palliative Care Collaborative, and Brisbane South PHN.

Enquiries

All enquiries about this document should be directed to:

Statewide Office of Advance Care Planning

T: 1300 007 227 E: acp@health.qld.gov.au

Disclaimer

This ACP Train-the-Trainer Guide is intended to assist clinicians to undertake their role within the residential aged care facility in which they work. This ACP Train-the-Trainer Guide should not be relied upon as advice about discussions with individual residents in an RACF, their families and/or substitute decision maker(s). Users of this ACP Train-the-Trainer Guide must exercise their own professional judgement and/or obtain the advice of a suitably qualified medical professional when considering the specific needs of a resident in the area of advance care planning.

The Statewide Office of Advance Care Planning, hosted by Metro South Health and operating through Brisbane South Palliative Care Collaborative, or any person associated with the preparation of this ACP Train-the-Trainer Guide, do not accept liability for any injury, loss or damage incurred as a result of anyone using or relying upon it.

Table of Contents

Section 1: Introduction

- About the *ACP Train-the-Trainer Guide*
- What is ACP?
- The role of the ACP Champion

Section 2: ACP Education resources

- Overview of the education resources
 - Online education modules
 - ACP Champion workshop
 - Peer support
- ACP champion workshop powerpoint

Section 3: Delivering ACP training

- Overview of ACP training
- Training session 1 for all staff: *What is advance care planning?*
- Training session 2 for nurses: *See, Say, Do, Write, Review: Responding to cues from residents*
- Training session 2 for all staff: *See, Say, Do, Write, Review: Responding to cues from residents*
- Training session 3 for all staff: *Advance care planning documentation and processes in your facility*

Section 4: Resources

- Example ACP policy and procedure
- After-Death Audit for Residential Aged Care Facilities
- ACP brochure
- Discussion starters
- Guides to completing ACP documents:
- Auditing of ACP documents
- Steps for completed ACP documents to be uploaded to The Viewer
- Steps for accessing The Viewer via the Health Provider Portal
- List of useful websites

Section 5: References