

FIRST STEPS ACP FACILITATOR RESPONSIBILITIES

This is a list of potential responsibilities for FS ACP Facilitators and integrated into their respective positions descriptions.

- Initiate opportunities for First Steps (FS) ACP conversations at multiple encounters including routine office visits and when condition or level of care changes.
- Prepare thoroughly for a First Steps ACP conversation, ensuring full participation from the individual, healthcare agent, and/or appropriate surrogate decision maker.
- Assess the needs of the individual seeking FS ACP assistance.
- Design an individualized FS ACP approach based on the individual's illness, readiness to participate, fears and concerns, cultural, spiritual, or personal beliefs.
- Assist individual(s) in making informed healthcare decisions based on understanding, reflection, and discussion.
- Prepare and strengthen the role of the individual's chosen healthcare agent.
- Assist in the development of a plan that honors the individual's goals, values, and preferences for future medical care.
- Assist in making a list of questions for providers.
- Make referrals to other resources as identified during the FS conversation.
- Develop strategies to effectively communicate the plan to those who will be responsible for interpreting it and making decisions consistent with the individual's goals, values, and preferences (e.g., family, physician, and other healthcare providers).