ACP FACILITATOR RESPONSIBILITIES

**This is a list of potential responsibilities for Respecting Choices advance care planning (ACP) Facilitators. It is recommended that responsibilities are integrated into their respective position descriptions.**

* Initiate opportunities for ACP conversations at multiple encounters, such as routine office visits and when medical condition or level of care changes.
* Prepare thoroughly for an ACP conversation, ensuring full participation from the individual and/or appropriate healthcare agent/designated decision maker.
* Assess the needs of the individual seeking ACP assistance.
* Design an individualized ACP approach based on the individual’s medical condition; readiness to participate; fears and concerns; and 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 physicians (includes physicians and advanced practitioners).
* Make referrals to other resources as identified during the ACP conversation.
* Assist in completion of written plans (e.g., advance directive, Statement of Treatment Preferences, POLST form), as appropriate.
* Develop a system for POLST form review and signature by provider.
* 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., agent, designated decision maker, physician, and other healthcare professionals).