

our voice | *Advance*
tō tātou reo | *Care*
Planning

Advance care planning for health care staff
Using the 101 presentation
Guidelines

Version 1 – May 2020

Introduction

The presentation is designed to be delivered to health care staff who don't have a great deal of knowledge about advance care planning. It can, and should, be adapted for the audience you are presenting to. If all the content is presented as it is, it will take approximately an hour.

Presenting

In the notes below the slides you will see suggestions for managing that slide in italics as well as suggested statements – actual words you might use to the group. You do not have to cover all the points under the slide and of course you can adapt the statements or use your own to convey a similar message.

The presentation is designed to create the opportunity for discussion as well as for teaching facts and providing information. Facilitating discussion and the sharing of experiences and examples is a great way to promote and maintain interest – you just need to be mindful of having enough time to cover the intended content.

There is opportunity to ask the group what they already know about various aspects of advance care planning before you give them the information, as per the notes under the slides. This enables you to pitch the information you give to the needs of the group.

There is also optional additional information contained in the notes under the slides, which you can use to expand the presentation if needed, but equally these additional notes are not essential to the presentation. Be guided by the needs of the group and the timeframe you have.

Adapting the presentation

The presentation has been divided into sections:

One: Introduction, what is advance care planning including some of the legalities (slides 1–20)

Approximately 30 minutes including a four-minute video.

Two: Why advance care planning is important, including two short video clips and research evidence (slides 21–25)

Approximately six-to-seven minutes including the video clips

Three: Who is advance care planning for? (slides 26–33)

Approximately 15 minutes

Four: Having the conversations – ideas and tips (slides 34–41)

Approximately five minutes (you could extend this by asking group for their own examples and/or using your own case-based scenarios)

Five: Resources and further learning opportunities; wrap up session (slides 42–45)

Approximately two-to-three minutes.

You may choose to include all or some of the sections depending on the time you have and the specific needs of the group. Within each section you may choose to spend less or more time, by just providing information, keeping discussions short, or by expanding discussions.

Also, you may choose not to play the video clip(s), although these can enrich the presentation and help to bring the consumer's voice to the centre of the discussions.

Guidelines for presenting to different audiences

Registered health professionals:

- The whole presentation applies but can be shortened if you have less than an hour.
- They are likely to want to focus on the legalities and how to initiate conversations.
- Doctors (in particular) may be keen to hear about the evidence base.
- Social workers are usually confident in initiating conversations and may not need section four.
- If you have 45 minutes, consider using sections one, three and five; shortening sections one and three by one to two minutes each.
- If you have 30 minutes, consider focussing on section one (with or without the video) plus section five to wrap up.
- If you have 15 minutes, consider using slides one to seven and then section five.

Non-registered health care staff who have patient contact

- The whole presentation can apply; however, the discussions may have a different focus.
- They will likely be interested in the legalities; however, may not need an in-depth understanding.
- They may not be in a position to initiate advance care planning conversations – so section four may not be needed.
- Give space for consideration of their role in advance care planning throughout the presentation, and specifically during the wrap up.
- If you have 45 minutes, consider using sections one, two and five. Or use slides one to seven of section one, and then sections two, three and five.
- If you have 30 minutes, consider using slides one to seven, section two, slides 26–30 of section three, then section five.
- If you have 15 minutes, consider using slides one to seven and then section five.

Embedding the videos into your presentation

If you will not have an internet connection when you present, you will need to download and save the presentation and the video clips onto your computer/USB.

If you would like the video clips to be embedded into the presentation you have downloaded, you can do that by following these instructions:

1. Click on the slide you want to embed the video in.
2. Click “insert”, then “media” and then select “video” then click “video on my pc”.
3. Select the video file you want to insert and click “insert”.