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Te whakamahere tiaki i mua i te wā taumaha
Advance care planning

DHB L1A training administration guide

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Contents

Copyright.....	3
Purpose of this guide	3
ACP Training overview	3
Level 1 – Online (learning management system) training (4 modules)	3
Level 1A – One day workshop	4
Process Map.....	5
Process one.....	6
Agree L1a workshop date	6
Find a trainer	6
Find a Venue	6
Advertise the workshop	6
Minimum data set	7
Process two	8
Check there are sufficient applicants	8
Email applicants confirming workshop and provide pre work	8
Send Calendar invite	10
Process three	11
Order catering and refreshments	11
Check in email with delegates and trainer	11
Prepare printing	12
Process four	13
Ensure equipment and printing are at the venue	13
Collect pre and post work shop questionnaires and course evaluations	13
Minimum data set	<i>Error! Bookmark not defined.</i>
Setting up a workshop Checklist	14

Copyright

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All documents, flyers and promotional material should be distributed in **PDF FORMAT ONLY**.

Purpose of this guide

The purpose of this guide is to support advance care planning (ACP) course administrators and simplify the ACP training process by providing an overview of the recommended steps and resources required to setup, manage and complete L1A one day workshops.

This guide will assist with the following processes;

- organising the workshops (including trainer, venue, catering, printing and equipment and resources)
- advertising the workshops
- managing applicants
- post workshop administration

ACP Training overview

ACP training for healthcare workers consists of:

Participant preparation for L1A workshop

1. Watch these videos
 - a. [An overview of advance care planning in Aotearoa New Zealand](#)
 - b. [Understanding bias in healthcare: set of three videos](#)
 - c. [Legal Framework for medical decision-making video](#)
2. Complete the L1 online ACP training modules that can be accessed via the ACP website or by [following this link](#):
 - a. Considering Advance Care Planning *
 - b. Talking about Advance Care Planning *
 - c. Changing Outcomes *

d. Clarifying Advance Care Planning Process

* The first three modules are compulsory pre-work for attending the Level 1A One Day workshop.

As the ACP course administrator, you will have administrative rights to the Learning Management System and can view any registered person's status and progression of the online modules. Email us to get your log-in details: acp@hqsc.govt.nz.

All certificates are available on completion of each module for the candidate to print or save in the learning management system. Ensure modules one, two and three are completed prior to participants advancing on to the Level 1A one day workshop.

Level 1A – One day workshop

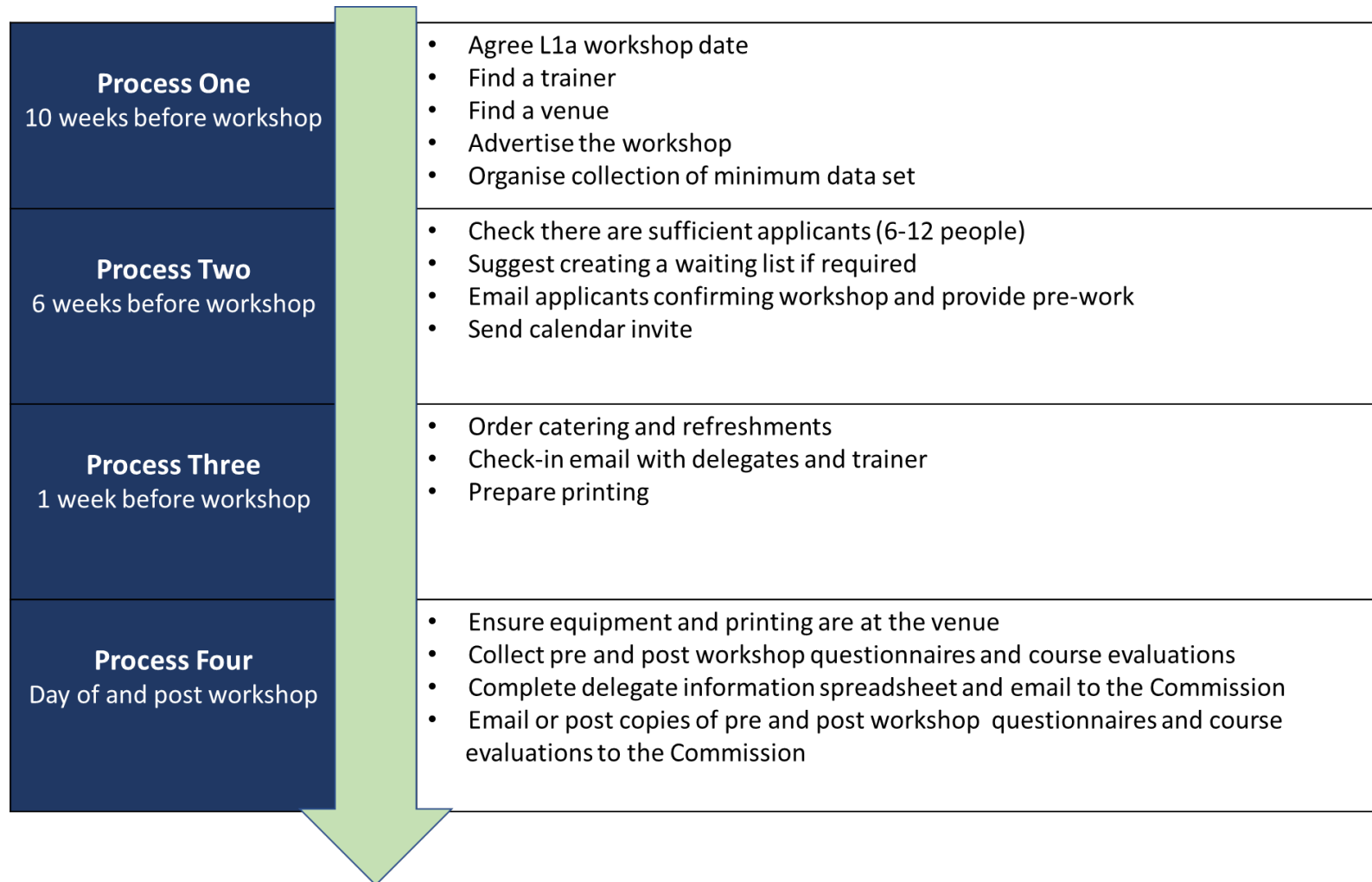
The Level 1A one-day workshops are organised locally within DHBs ***and this guide will assist in the local planning of each Level 1A one day workshop.***

The Level 1A one day workshop has been developed to consolidate Level 1 online competencies, build on peoples working knowledge of advance care planning, increase their confidence in starting ACP conversations and supporting consumers to document their preferences.

Important to note:

- For your local DHB ACP trainers to maintain their accreditation and trainer capabilities/competencies, they will need to deliver at least 3 courses/workshops per year and attend trainer refresher workshops as and when offered.

Process Map



Process one

Agree L1a workshop date

Discuss with ACP facilitator/ACP key contact to decide a date for the L1A one day training. Ensure this is a minimum of ten weeks until the training to ensure interested staff can apply and consider the planning of their rosters in advance.

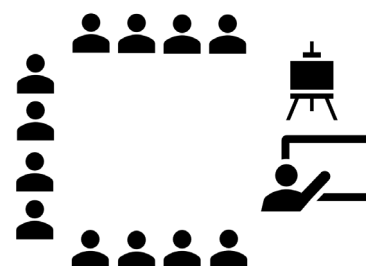
Find a trainer

Discuss with ACP facilitator/ACP key contact and locally trained L1a trainers the proposed date and confirm trainer availability.

Find a Venue

Find and book training venue.

Ensure the venue has enough room to add a horse shoe sitting arrangement in a single row with a chair for the facilitator and participants facing the screen.



Advertise the workshop

(Ten weeks prior to workshop)

Advertise the L1a one day workshop as you normally would at your DHB.

Consider how you will include external stakeholders such as PHO and aged residential care staff.

See attachment for a suggested flyer. Before you advertise the workshop flyer, you need to complete the course and contact details on the flyer as suggested below;

Date
Venue
Contact for applications

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Any promotional material such as ACP brochures, posters and ACP plans can be downloaded on the ACP website (<https://www.hqsc.govt.nz/our-programmes/advancecareplanning/resource-overview/>) otherwise hardcopies can be ordered through your local ACP contact.

All advertising and promotion of courses is the responsibility of the DHB.

Minimum data set

Set up a process to collect delegate details.

A minimum data set should be collected in the application process and is required to be submitted to the Commission for the people who attend each L1A ACP workshop.

Please use the attached Excel template for the information required to be gathered.

It is important that this information is received by the Commission in order to monitor training frequency and pre and post confidence trends.

Process two

Check there are sufficient applicants

(Six weeks prior to workshop)

All applications are gathered as per your DHB process.

Ensure there is a minimum of six people to attend each workshop and a maximum of twelve.

Should there be less than six people apply for the workshop, it is recommended that ongoing advertising is promoted in other organisations where there is known ACP interest.

Should there be more than twelve people apply for the workshop, consider running a waiting list.

Email applicants confirming workshop and provide pre-work

(Six weeks prior to workshop)

Once a sufficient number of applicants have been selected, you should confirm with applicants that they have/haven't been successful with their application. For successful applicants you could use some or all of the following wording in the email:

Sample confirmation email

If you copy and paste this content please ensure you copy over the hyperlinks in the preparation section.

Subject: ACP L1A One Day Workshop – Confirmation, agenda and workshop documents

Kia ora,

Thank you for your recent application to attend the Advance Care Planning L1A one day training workshop. We are delighted to inform you that you have been successful in gaining a place on the workshop.

Workshop dates xx xxxx

Starting time 8:15am (teaching commences at 08:30).

Venue xxxxx

Please see attached:

- Workshop agenda
- Pre-workshop confidence questionnaire

Please print and complete the pre-workshop confidence questionnaire and bring it with you on the day - the workshop facilitator will collect it from you.

Participant preparation for L1A workshop

You are required to complete the preparation work before attending the workshop as the work you will do in the workshop builds on what you learn doing the preparation. The content of these videos and modules will not be covered in the workshop.

1. Watch these videos
 - a. [An overview of advance care planning in Aotearoa New Zealand](#)
 - b. [Understanding bias in healthcare: set of three videos](#)
 - c. [Legal Framework for medical decision-making video](#)
2. Complete the L1 online ACP training modules that can be accessed via the ACP website or by [following this link](#):
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If you did the Level 1 online modules a little while ago, it is a good idea to go over them again to refresh your memory. Once you start a module, you must complete it in order for your work to be saved. You do not need to complete all modules in one go.

An online certificate will be generated upon completion of each module.

Catering & refreshments

Registration and tea/coffee will be available from 08:15am

Tea/coffee is provided at all breaks.

A light lunch will be provided.

Please note cold/filtered water is not always available at venues. If required, please bring your own water bottle.

Please action:

- All communication for this workshop is sent via email, please confirm that this is the email address that you wish correspondence through.
- Please confirm your acceptance by accepting a calendar invite by **xxx, xx xx**.
- If you decide to withdraw from the workshop, it is your responsibility to please notify us via email as soon as possible.

We look forward to meeting you on the workshop and if you have any questions please email.

The email should include the details of the workshop (date, venue, time, trainer's name and contact details), the link to the workshop preparation videos and online modules, a copy of the workshop agenda and the pre-course confidence questionnaire.

**Send Calendar invite
(Six weeks prior to workshop)**

Send out a calendar invite for the workshop to ensure the delegates block off the time in their calendars.

Process three

Order catering and refreshments (One week prior to workshop)

This is a full day workshop with short tea/lunch breaks. It is recommended that the DHB provide drinks and lunch to avoid delays with delegates having to travel to purchase their own lunch.

The following information is provided as guidance only.

Catering:

- Tea and coffee on arrival
- Morning tea (e.g. biscuits/fruit with tea & coffee)

Working lunch (e.g. sandwiches, fruit platter with tea & coffee).

Check in email with delegates and trainer (One week prior to workshop)

Send a reminder email a week before the workshop to remind the delegates to complete the online modules as this does take some time.

Send an email to the trainer to check in and confirm all requirements have been organised for the workshop.

Prepare printing
(One week prior to workshop)

Ensure all printed resources are ready for the workshop.

Resource	Number to print
1. Participant details	1 (per facilitator)
2. Agenda	1 (per facilitator)
3. Sign-in sheet	1
4. Pre-course questionnaire	6 (spares)
5. Anne slide handout	One for every two participants
6. Legal case studies	4 copies of each of the five case studies
7. Conversation practice case studies	6 copies
8. Documentation worksheets	18 copies
9. Post-course expectations	One per participant
10. Post-course questionnaire	One per participant
11. Participant evaluation	One per participant
12. Slideshow printout	Email post workshop
13. The Hui Process (research article)	Email post workshop

To keep printing to a minimum, we recommend that you email the last two documents to participants after the workshop and do not print and distribute at the workshop.

Process four

Ensure equipment and printing are at the venue (Day of workshop)

Required workshop equipment;

- | | |
|--|--|
| <input type="checkbox"/> Data show | <input type="checkbox"/> 6 small black Sharpies |
| <input type="checkbox"/> Laptop/desktop in the venue | <input type="checkbox"/> White board markers |
| <input type="checkbox"/> Speakers | <input type="checkbox"/> Blue tack |
| <input type="checkbox"/> Flipchart paper | <input type="checkbox"/> Name labels (Delegates + Facilitator) |
| <input type="checkbox"/> Printed resources | <input type="checkbox"/> Tissues |
| <input type="checkbox"/> 3 large Sharpies (green, blue, black) | |

Collect pre and post work shop questionnaires and course evaluations (Day of workshop)

Please ensure that the completed hard copies of:

- the pre-course delegate confidence questionnaire
- the post-course delegate confidence questionnaire and
- the workshop evaluations

are collected and scanned.

The minimum data set of people who have attended L1A ACP training, collected in the application process (see process one), is required to be submitted to the Commission.

Please email the scanned course paperwork and minimum data set to the ACP training administrator at the Commission (acp@hqsc.govt.nz).

Setting up a workshop Checklist

Step one

- Agree a workshop date
- Agree a workshop facilitator
- Find a suitable location

Step two - 10 weeks before workshop

- Advertise workshop
- Collect delegate information for minimum data set

Step three - 6 weeks before workshop

- Check there are a sufficient number of applicants to continue workshop (6 min – 12 max)
- Select delegates
- Confirm with the facilitator that they are available on the workshop date
- Send them a calendar invite and agenda to lock in the workshop
- Email successful delegates confirmation of workshop and attach pre-course work

Step four - 1 week before workshop

- Organise catering and refreshments
- Send a reminder email of training and pre-course work requirements sent to delegates
- Send a pre-populated list of delegates details and sign in sheet to the facilitator
- Organise printed resources for the workshop

Step five – Day of workshop

- Ensure printing and equipment are at the venue
- collect pre and post confidence questionnaires and workshop evaluations
- email the minimum data set and copies of pre and post confidence questionnaires and workshop evaluations to the ACP training administrator at the Commission