

National Advance Care Planning via Group Visits (ACP-GV) Program

Fidelity Instrument

Date: _____ Group Facilitator: _____ Number of Participants: _____ Support Persons: _____
 Group Observer: _____ Group Type/Location: _____

Time	Performance Scale 0 - Did not perform, 1 - Needs Improvement, 2 - Satisfactory, 3 - Good, 4 - Excellent, 5 - Expert	Rating 0-5	Comments Provide specific examples
Facilitation Skills			
	Motivational Interviewing – Facilitator works with change talk, expresses empathy, uses reflective listening, asks open-ended questions and so on	0 1 2 3 4 5	
	Group Dynamics – Facilitator uses techniques to promote interaction between peers	0 1 2 3 4 5	
	Biopsychosocial Considerations – Facilitator shows awareness of relevant dynamics related to ethnicity, socioeconomic status, age and military history	0 1 2 3 4 5	
	Non-Verbal – Facilitator utilizes awareness of voice, tone, pace, gestures, position in room, etc. to develop rapport and engage attendees	0 1 2 3 4 5	
	Assistance – Facilitator aware of physical & cognitive variation amongst attendees and assisted and made warm hand-offs PRN	0 1 2 3 4 5	
	Modification – Facilitator adjusts group process as needed , such as instances of late arrivals, hearing impaired, challenging or quiet participants	0 1 2 3 4 5	
Structure of Group			
5 m	Start the Group Welcome participants to ACP-GV and explain purpose of group Establish confidentiality Share that participation is optional, there are no wrong answers, group will respect all values and an invitation to group is unrelated to health status Introduce self/role and, if appropriate, have participants introduce themselves	0 1 2 3 4 5	
5 m	ACP-GV Worksheet – Questions 1-7 Prompt for name & last four at top of form Read aloud Q1-7 and assist participants with completion as needed	0 1 2 3 4 5	

20-30 m	Open Discussion Worksheet may be placed to the side (not used during discussion) Use Motivational Interviewing techniques to elicit sharing about personal experiences Educational content integrated into group conversation	0 1 2 3 4 5	
5-10 m	Advance Directive Form Briefly review the AD form and answer questions as needed	0 1 2 3 4 5	
5 m	ACP-GV Worksheet – Questions 8-11 Read aloud Q8-11 and assist with setting a SMART goal as needed	0 1 2 3 4 5	
5 m	Close the Group Summarize ACP & invite questions Based on group format, guide participants on how to submit worksheet. Provide participants with AD form, supplemental materials and information for follow-up Inform of 2-week follow-up call and remain available after group for support	0 1 2 3 4 5	
	Documentation - Documented in the ACP-GV Clinic using the Advance Directive Discussion note title to input information from the ACP-GV Worksheet into the ACP-GV CRD (template) and completed an encounter.	0 1 2 3 4 5	
Educational Content			
	ACP for all adults (18+) – Emphasized that ACP is not just about end of life, but any time someone may lack the ability to speak for themselves such as a medical or mental health crisis. An AD is only in effect at that time.	0 1 2 3 4 5	
	Definitions – Advance care planning, advance directive, health care agent/Power of Attorney, living will As needed: DNR, Financial Power of Attorney, estate will, etc.	0 1 2 3 4 5	
	ACP as Process – Reflecting, communicating, and acting	0 1 2 3 4 5	
	AD Reviewed and Accessible – Should review/provide to relevant parties.	0 1 2 3 4 5	
	AD Optional – Individuals may complete none of the AD, the entire form or selected parts. An individual without a health care agent can benefit from completion of the living will.	0 1 2 3 4 5	
	Mental Health AD discussed	0 1 2 3 4 5	
	VA Surrogate Hierarchy – 1. Health Care Agent, 2. Guardian, 3. Next of Kin in this order: spouse, adult children, parent, sibling, grandparent, grandchild, 4. Close Friend	0 1 2 3 4 5	
	Annual AD Review for accuracy as relationships and health status change.	0 1 2 3 4 5	

Training Recommendations

1. _____
2. _____
3. _____
4. _____

Utilizing this Tool

- ACP-GV sessions should follow the ACP-GV Fidelity Instrument (FI)
- ACP-GV facilitators may use the instrument to review/rate their own groups and facilitation skills
- Facilitators may observe other facilitators and use the FI to provide constructive feedback
 - When using FI to provide feedback, review FI jointly and identify areas of success and areas for improvement
 - The FI is not intended for use in performance reviews

To Learn More

Visit the [ACP-GV SharePoint Site](#)

1.3, 5-24-2022