

Advance Care Planning via Group Visits (ACP-GV) Fidelity Instrument

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 (MI) – Facilitator elicits 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 considers relevant dynamics related to ethnicity, socioeconomic status, age and military history	0 1 2 3 4 5	
	Non-Verbal – Facilitator observes use of voice, tone, pace, gestures, position in room, etc. to develop rapport and engage participants	0 1 2 3 4 5	
	Assistance – Facilitator is mindful of any physical and/or cognitive variation amongst participants and offers assistance and makes warm hand-offs as appropriate	0 1 2 3 4 5	
	Modification – Facilitator adjusts group process as needed, such as in instances of late arrivals, hearing impairments and challenging or quiet participants	0 1 2 3 4 5	
Structure of Group			
5 m	Start the Group Welcome participants to ACP-GV and establishes confidentiality. Share that: <ul style="list-style-type: none"> • ACP-GV is a Whole Health approach that empowers the participant to take charge of their health and what matters most to them • Participation is optional; there are no wrong answers; all values will be respected 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 (Q) 1-7 Prompt for name & last four at top of form Read aloud Q 1-7 and assist participants with completion as needed	0 1 2 3 4 5	

20-30 m	Open Discussion Worksheet should be placed to the side (not used during discussion) Use MI techniques to elicit sharing about personal experiences Educational content integrated into group conversation	0 1 2 3 4 5	
5-10 m	Advance Directive (AD) 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 Q 8-11 and assist with setting a SMART goal as needed	0 1 2 3 4 5	
5 m	Close the Group Summarize advance care planning (ACP) and invite questions Based on group format, guide participants on how to submit worksheet responses. Provide participants with AD form, Personal Health Inventory, supplemental materials and information for follow-up Inform of 2-week follow-up contact and remain available after group for support	0 1 2 3 4 5	
	Documentation - Document according to ACP-GV Documentation guide, available on SharePoint	0 1 2 3 4 5	
Educational Content			
	ACP for all adults (18+) – Emphasize that ACP is not just about end of life, but any time someone may lack the ability to speak for themselves such as during a medical or mental health crisis. An AD is only in effect at that time	0 1 2 3 4 5	
	Definitions – ACP, AD, health care agent/Power of Attorney, living will As needed: Do Not Resuscitate (DNR), Financial Power of Attorney, estate will and so forth.	0 1 2 3 4 5	
	ACP as a 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](#)