

COMMUNITY CARE SKILLS STANDARDS FRAMEWORK FOR SUPPORT CARE ROLES

Skills Domain	Psychosocial
Skills Category	Client Empowerment
Skills Standard Title	Advanced Care Planning (ACP)*
Skills Standard Descriptor	Facilitate ACP with client
Skills Proficiency Level	Level 3 <i>(Previously 'Advanced' under CCSSF)</i>
Source Code	CCSSF-P-CE-4003-1
Knowledge <i>This refers to the gathering and cognitive processing of facts and information required to perform work tasks and activities.</i>	Underpinning Knowledge: • Approach to ACP, including: ○ Importance of planning for decisions at the end of life ○ Components of ACP process ○ Common misunderstandings of ACP ○ Differences between ACP, Advanced Medical Directives (AMD) and Lasting Power of Attorney (LPA) • Facilitate basic ACP discussion, which includes: ○ Strategies to engage individuals in understanding the importance of basic ACP ○ Appropriate substitute healthcare decision-maker ○ Components of a basic ACP discussion ○ Assess individual needs and concerns regarding healthcare decision making • Document advanced care preferences and communicate the plan ○ Assist individuals in writing ACP to reflect their goals, values and beliefs ○ Use strategies to assist individuals to discuss and communicate their written advanced care preferences • Facilitate ACP for individuals with chronic, progressive illness, living in long-term care or facing end-of-life, which includes: ○ Issues involved in facilitating ACP discussions with

	adult who have chronic, progressive illness ○ The benefits and burdens of life-sustaining treatments ○ Use the Living Well Interview to assess an individual's goals, fears, and concerns ○ Assist individuals in understanding the range of options available, such as: - when to start and forgo treatment, - how to maintain comfort ○ Recognise and interpret Preferred Care Plans (PCP) ● Address organisational issues and identify educational strategies to support the implementation of ACP ○ Four elements of an effective ACP program ○ Address the five promises of the Respecting Choices framework ○ Recognise how the five promises can help in evaluating ACP efforts and creating new strategies for success ● Work with other professionals when necessary ● Organisational guidelines, ethical principles and legal limits relating to : ○ Facilitating Advanced Care Planning (ACP) in accordance with National ACP Office ● Relevant legal and/or industrial requirements in relation to support care functions, which may include: ○ Implementation Guide to Guidelines for Home Care (Agency for Integrated Care, Singapore) ○ Implementation Guide to Guidelines for Centre-Based Care (Agency for Integrated Care, Singapore) ○ Workplace Safety and Health Guidelines (Workplace Safety and Health Council) ○ National Infection Prevention and Control Guidelines for Long-Term Care Facilities (Ministry of Health) ○ Allied Health Professions Council (AHPC) guidelines on supervision and delegation of tasks to therapy support staff
Ability <i>This refers to the ability to perform the work tasks and activities required of the occupation, and the ability to react to and manage the changes at work.</i>	The ability to: ● Identify the differences between ACP, AMD and LPA ● Assist a client to complete an ACP documentation ● Assist a client facing chronic, progressive illness, living in long-term care or facing end-of-life ● Propose ways to encourage organisations to support implementation of ACP

	Identify situations when it is necessary to work with other professionals
Person Centred Care <i>This refers to having a person centred care mind set to drive the care giver to respect and recognise the decisions/choices of the person they are taking care of.</i>	Underlying principles: Treating clients with dignity and respect by being aware of and supporting personal perspectives, values, beliefs, culture and preferences; respecting their privacy while encouraging independence of the individual; and listening to each other and working in partnership to design and deliver services
Performance Outcome <i>This refers to the outcome of the task on the care recipient as indication of workplace success</i>	The support care staff is able to: Assist client through the process of completing the ACP documents.