



**BC Centre for
Palliative Care**

Institute for Health System
Transformation & Sustainability



Accessing the ACP Online Module (Fraser Health Authority)

This online learning module, developed by Fraser Health, is a basic introduction to Advance Care Planning: what it is; why it is important; when it should start; and who should be involved in the discussions. The course consists of a series of slides and interactive activities and should take about 30 minutes to 1 hour to complete. There is a final quiz at the end of the course and the quiz result will be automatically recorded into your user history.

STEP 1: access the Learning Hub website

- From any computer connected to the internet, please go to the following website: <https://learninghub.phsa.ca>

STEP 2: create an account

- Click 'Sign up for an account'
- Enter your Profile information – Name, email, confirm your email and create a password
- Click 'Create Account'
- Check the email account that you entered for a system message and click in the message to 'activate your account'. If you do not receive this message, check your junk mail or click 'Resend Activation Email' button on the website.
- Read the Notice and Consent and click 'Agree'.
- Select role - 'Volunteer'.
- Select the Health Authority where you are located.
- For example, if your community is Abbotsford, select Fraser Health. If you are not sure which health authority you should select, please consult with your organization's project lead.
- Complete your profile:
 - Name:
 - Volunteer Role: enter "ACP Facilitator"
 - Facility: enter "BC Centre for Palliative Care"
- Click "Complete Profile"

STEP 3: start the course

- If you are signed in to the Learning Hub website, enter course code 10775 or the course title Advance Care Planning (ACP) Level 1 (online)
- Otherwise, go to <https://learninghub.phsa.ca/Courses/10775/advance-care-planning-acp-level1-online> to take you directly to the Advance Care Planning online course.
 - Sign in using your email address and password.
- As you work through the course there will be questions to answer to show that you have understood the information. We expect that you will retake the module until you have reached 100% correct responses.
- Once the course has been completed you can download or print a Record of Completion.

Note: to sign out of the Learning Hub, at the top right there will be a symbol with your name beside it– left click on the arrow and select “Logout”.