

Advance Care Planning IT System Training



29-APR-2026

TRAINING ADMINISTRATORS

Agenda

1. Introduction to the revamped system

2. Key features specific to your role

3. Scenarios on use cases

4. Reminders before go-live

5. Q&A session

Pose your questions via Pigeonhole or
view our resources here:



linktr.ee/acpno

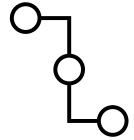
1. Introduction



The National Advance Care Planning IT System (ACPS) serves as the central repository for ACP information.



Ensures ACPs are documented and accessible to ensure patients' healthcare wishes and preferences are known to the treating healthcare professionals.



Interfaces with systems such as the National Electronic Health Records System (NEHR) for healthcare professionals and MyLegacy for Members of Public

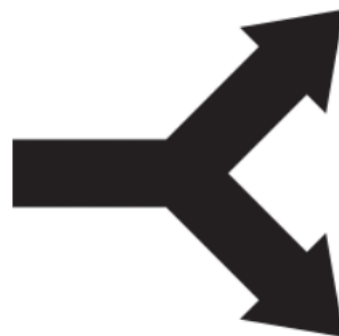
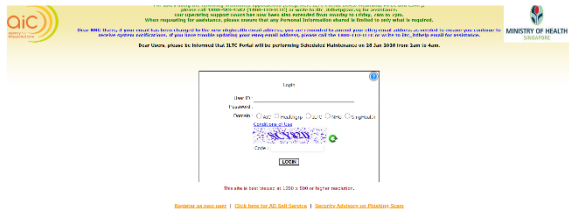


Users include healthcare professionals from restructured hospitals, community hospitals, nursing homes, home care, hospices, general practitioner clinics and other social and community providers.

From 24 August 2026, the revamped ACP IT System will include new features.

1. New User Login Process

[Current] Log in to ACP IT System via AIC's e-Registration System (e-Reg)



<https://intra.acp.aic.sg>

[Aug 2026] Public Healthcare Institutions (PHIs) will login using Azure authentication (i.e. your existing hospital credentials).

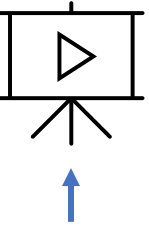
[Aug 2026] Non-Public Healthcare Institutions (Non-PHIs) will login via Corppass

<https://acp.aic.sg/>



1. If you have an existing account with ACP IT system, you will need to update your personal particulars in e-Reg by 15 May 2026 for AIC to migrate existing accounts.
2. If personal particulars are not updated, the accounts will not be migrated. Users will need to re-apply for user account access and obtain their EO's approval when the new system is launched.
3. New users will have to apply for user account access when the system is launched on 24 August 2026.

Creating an account with Azure



*Click here
to view
the video*



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 User Registration (Azure)



Login with Azure

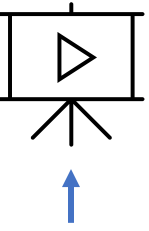


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 Azure Login



Creating an account with Corppass



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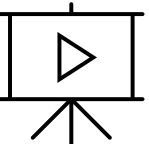


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 User Registration (Corppass)



Login with Corppass



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to view
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Corppass Login

Advance Care Plan
IT System

Sign in

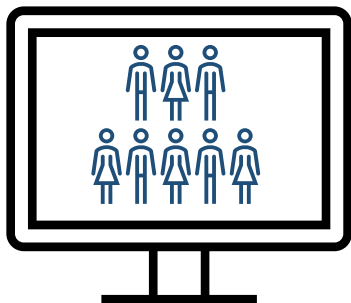
New User?

Register



From 24 August 2026, the revamped ACP IT System will include new features.

2. Digitised Facilitator Database



The facilitator database will be digitised and stored within ACP IT System. NRIC/FIN will be used as a unique identifier to check if the facilitator was trained upon role request.



All trained facilitators should update their NRIC via form.sg. AIC has contacted the affected facilitators.

3. New Role

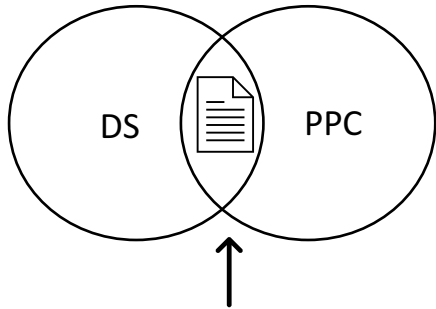


Training Administrator

Only for training partners to key training details into ACP IT System directly

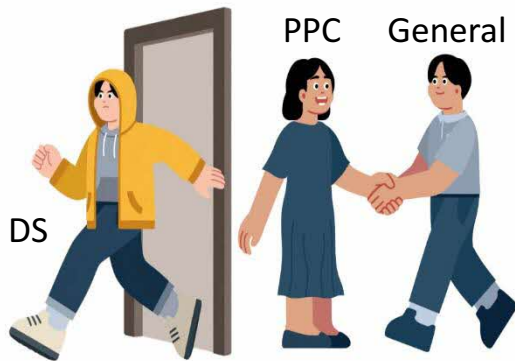
From 24 August 2026, the revamped ACP IT System will include new features.

4. Refreshed PPC Form



The Disease Specific (DS) and Preferred Plan of Care (PPC) form will be integrated into a single form

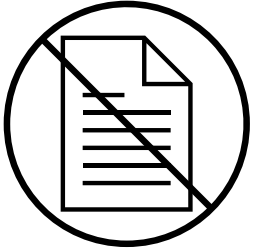
5. Removal of DS Facilitator Role



With the merging of the forms, the DS Facilitator role will be removed from the revamped system.

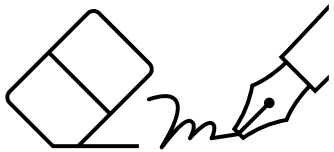
From 24 August 2026, the revamped ACP IT System will include new features.

6. Removal of Worksheets



Worksheets have been integrated into the ACP forms. Any existing worksheets will be migrated and are viewable as a pdf. Facilitators can still upload supporting documents into the system.

7. Administrative Edits



Any facilitator can update a patient's bio-data and facilitators in the organisation can make edits for typos or update a physician's signature for published ACPs.

2. Key features specific to your role

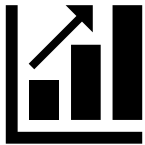


The training administrator (TA) role is a new role for training providers to update training records in the digitised facilitator database.

Training Providers include:

1. Public Healthcare Institutions (PHIs)
2. AIC-Appointed Learning Institutes (LIs)

Benefits of Training Administrator:



Improve efficiency of training administration

Reduce administrative burden of submitting training records to AIC



Facilitate timely ACP IT system access granting for new facilitators

Reduce time taken to update facilitator database without the need to submit training records to AIC

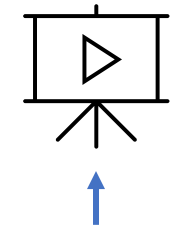


Enable easy verification of organisation's facilitators

Able to verify the certification status of your organisation's facilitators using the facilitator database

With effect from 24 August, AIC will cease issuing certificates. Facilitators should approach TAs for assistance to verify on certification status.

Key Features for Training Administrators

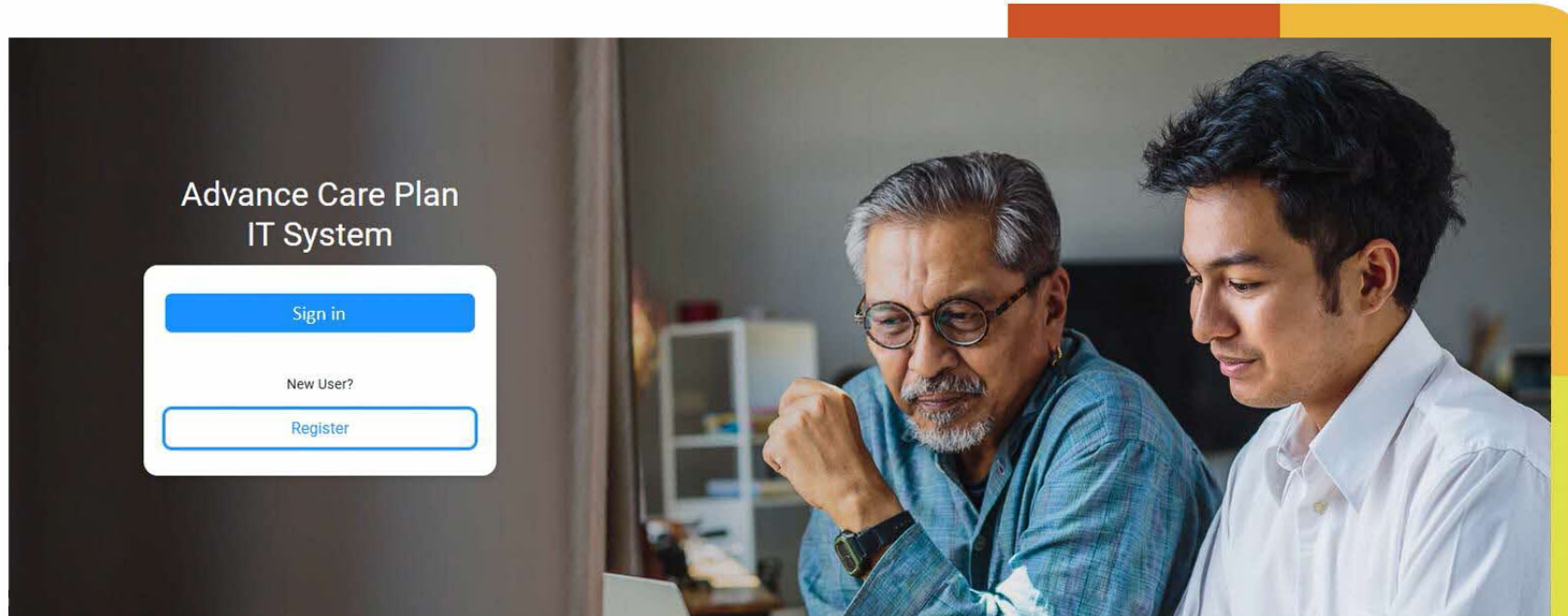


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the video*



Advance Care Planning IT System

 Training Administrator's Functions



3. Scenarios



Scenario 1 – Submission of training report



Ms Jenny is the training administrator of hospital A, which recently conducted an ACP facilitator training session. She has consolidated the training report and obtained the necessary endorsement. What should she do next?

Log into ACP IT system and update the training records with the details of the trained facilitators, in accordance with the endorsed training report.

For trainings conducted **after 24 August 2026**, submission of the endorsed training report to AIC is **no longer required**.

Scenario 2 – Submission of supporting documents



Mr Ahmad is the training administrator of Hospital B. What are the supporting documents that he needs to upload into the system when updating the training records?

Mr Ahmad needs to upload the endorsed training report into the system as a supporting document. Facilitators will not receive e-certificates upon completion and the digitised facilitator database will serve as the single source of truth.

4. Reminders before go-live

ACP National Office will support you during this transition period (Apr – Aug 2026)

Timeline		Apr	May	Jun	Jul	24 Aug 2026
Training Plans	EOs	System Training	FAQ Sessions	UX Testing		• Go live of ACP IT System
	All Users	System Training		UX Testing		

To facilitate the extension requests and the update of facilitator database by PHI TAs and AIC, 2 cycles of extension will be provided for e-learning.

Legend: 1st Cycle 2nd Cycle 1 Jul – 31 Aug 2026 1 Sep – 30 Sep 2026 1 Oct – 30 Nov 2026 1 Dec – 31 Dec 2026		
Facilitator	Seek approval from EO and HOD for extension	Complete e-learning on ClassMarker
Endorsing Officer (EO)	- Approve extension request - Submit consolidated extension request form to AIC	Ensure that facilitators complete the e-learning within extension period
Head of Department (HOD)	Approve extension request	
PHI Training Administrator (TA) ¹		Update facilitator database for those trained previously in their PHI
AIC		- Administer e-learning to nominated facilitators on ClassMarker - Share listing of facilitators who completed e-learning to PHI TA to update database - Update facilitator database for those trained previously in AIC

¹ New role for training partners to key training details into ACP IT System. Training will be provided to TAs separately.

Q&A

Thank you for your participation!

Please provide your feedback:



<https://for.sg/eval-acp-it-training>

For Further Enquiries:

General Enquiries on ACP Training	Please contact livingmatters@aic.sg
Enquiries related to the revamped ACP IT System	Please contact ACP National Office at acp@aic.sg .

Dissemination of Presentation Materials:

Presentation slides and recording of webinar will be uploaded to Linktree and an email will be sent after all training has concluded.

Thank You

