

FIRST STEPS[®]

ADVANCE CARE PLANNING (ACP) CERTIFICATION COURSE

Sponsored
By: **MaineHealth**

June 26–28, 2019

MaineHealth, MMC A, 110 Free Street, Portland, ME

First Steps[®] ACP Design and Implementation

Wednesday, June 26

First Steps[®] ACP Facilitator Certification

Thursday, June 27

First Steps[®] ACP Instructor Certification

Friday, June 28

First Steps[®] Advance Care Planning (ACP) is the foundation for weaving ACP discussions into person-centered care and preventive healthcare for all adults. When integrated in the outpatient or community setting, and early in the course of healthcare, First Steps ACP discussions help to normalize the concept of planning, and orient individuals to the importance of regular review and update of written plans.

Organizations interested in replicating the First Steps ACP model will find it valuable to send representatives to all three days; however, participants are welcome to attend First Steps ACP Facilitator Certification or Design and Implementation independently, based on their objectives.

Respecting Choices[®]

PERSON-CENTERED CARE

A System for Person-Centered Decision Making that Transforms Healthcare

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First Steps ACP Design and Implementation Course

First Steps ACP Design and Implementation is intended for healthcare and community leaders (administrators, managers, program directors, and others) and intermediate to advanced level social work practitioners who are interested in implementing an effective ACP program within their organization or community.

Purpose

The purpose of this program is to describe the design elements of an effective First Steps ACP program within an organization or community.

Learning Outcomes

At the end of this course, the participant will be able to:

1. Describe the Respecting Choices evidence-based, systematic approach to creating a sustainable ACP program.
2. Identify five leadership strategies that guide the cultural transformation of person-centered ACP.
3. Explain four design elements and related strategies in designing a First Steps ACP implementation plan.
4. Participate in small group problem-solving activities.

Agenda At-A-Glance

7:30 a.m.	Sign In and Continental Breakfast
8:00	Welcome and Introductions
8:45	Respecting Choices ACP Program Overview
9:45	Break
10:00	Transforming the Healthcare Culture: Leadership Matters
10:30	Small Group Activity
11:00	Debrief
11:15	Design Elements in Sustaining an Effective ACP System: A Closer Look <ul style="list-style-type: none">– Design Element #1: System Redesign
12:00 p.m.	Lunch
12:45	Design Elements in Sustaining an Effective ACP System (<i>continued</i>) <ul style="list-style-type: none">– Design Element #2: ACP Education and Facilitator Certification– Design Element #3: Community Engagement– Design Element #4: Continuous Quality Improvement
2:30	Break
2:45	Small Group Implementation Planning
3:45	Debrief
4:15	Summary and Evaluation
4:30	Adjourn

First Steps ACP Facilitator Certification Course

First Steps ACP Facilitator Certification is intended for healthcare providers (nurses, all levels of social workers, health educators, and physicians), clergy, and others involved in providing ACP facilitation.

Purpose

The purpose of this program is to assist participants in learning effective communication and conversation skills for person-centered ACP facilitation.

Pre-Course Requirements

1. First Steps ACP Facilitator Online Core Curriculum; modules 1-4 (included in registration fee)
2. Personal Engagement Activity
3. Review of Advance Directive document appropriate for your organization/community.

Learning Outcomes

At the end of this course, the participant will be able to:

1. Identify communication skills for Facilitating First Steps ACP conversations.
2. Create strategies to transfer individual goals, values, and preferences to the written plan.
3. Demonstrate beginning competency in facilitating First Steps ACP conversations through role-play activities.
4. Become certified as a First Steps ACP Facilitator through final competency role-play demonstration.

Agenda At-A-Glance

7:30 a.m.	Sign In and Continental Breakfast
8:00	Welcome and Overview
8:30	The Personal Engagement Activity
8:45	First Steps ACP Conversation Guide (for adults who have not started, or engaged in, a planning process) – Facilitation Skills First Steps ACP Conversation Guide: Healthcare agent not present
9:15	Break
9:30	First Steps ACP Conversation Guide: Healthcare agent present
10:30	Practice Exercise Role-Play 1 (work in groups of three) and Group Debrief
11:20	First Steps ACP Conversation Guide: Adults with Chronic Illness (for adults who have not started, or engaged in, a planning process) – Facilitation Skills
12:00 p.m.	Lunch
12:45	Practice Exercise Role-Play 2 (work in groups of three) and Group Debrief
1:30	First Steps ACP Conversation Guide: The CPR Conversation
2:00	Break
2:15	Practice Exercise Role-Play 3 (work in groups of two) and Group Debrief
2:30	Summary of the First Steps Conversation – Promise #5: Honoring Preferences and Decisions
2:50	Final Competency Role-Play (work in groups of four; 15-minutes/Facilitator)
3:50	Summary
4:00	Adjourn

First Steps ACP Instructor Certification Course

First Steps ACP Instructor Certification is intended for healthcare educators, community leaders, intermediate to advanced level social work practitioners, and chaplains who are interested in becoming certified to replicate the First Steps ACP Facilitator Certification course in their own organization or community.

Purpose

The purpose of this program is to assist participants in becoming certified as Respecting Choices First Steps ACP Instructors.

Prerequisite

Participants must attend the First Steps ACP Design and Implementation course and be certified as First Steps ACP Facilitators.

Registration Requirements

To attend First Steps ACP Instructor Certification, the healthcare or community organization(s) the Instructor candidate represents (or Instructors themselves if attending independently) must commit through a written agreement to replicate the standardized Respecting Choices First Steps ACP curriculum. Please contact Britt Welnetz at bwelnetz@respectingchoices.org for more information.

Learning Outcomes

At the end of this course, the participant will be able to:

1. Define Instructor responsibilities and common strategies for teaching the Respecting Choices First Steps ACP Facilitator Certification course.
2. Facilitate a brief discussion on selected ACP topics.
3. Apply three mentoring strategies to promote Facilitator certification and maintenance of competence.
4. Apply at least three Instructor mentoring strategies during role-play activities.

Agenda At-A-Glance

7:30 a.m.	Sign In and Continental Breakfast
8:00	Welcome and Introductions <ul style="list-style-type: none">– First Steps (FS) Advance Care Planning (ACP) Instructor Role and Responsibilities
8:30	Preparing to Teach your Own First Steps ACP Facilitator Certification Course
9:00	The Role of the Instructor: Teaching and Presentation Strategies
10:10	Certification Exam
10:30	Break
10:45	Instructor-Led Discussions
12:00 p.m.	Lunch
12:30	The Role of the Instructor in Promoting Facilitator Certification and Maintenance of Competence
1:15	Small Group Activities to Practice Giving Feedback
3:15	Group Debrief
3:30	Creating Improvement Plans for Facilitator Competency
4:00	Adjourn

For those intending to become certified as a First Steps Instructor and who have completed a First Steps ACP Facilitator Certification course prior to September 2018, plan to attend the First Steps ACP Facilitator Certification course as an auditor and active participant for the following reasons:

- To refresh your facilitation skills in preparation for Instructor Certification role-play competency;
- To receive all updated course materials, ACP conversation guides, and Online Core Curriculum; and
- To observe Respecting Choices Faculty teaching strategies in preparation for Instructor Certification group discussion.

The auditor fee is \$200.

Respecting Choices Certification

Respecting Choices® offers ACP certification at the completion of skills-based educational programs, which include

1. The use of standardized content, conversation guides, and teaching strategies;
2. Demonstration of skills associated with the specified program; and
3. An 80 percent or higher score on a written examination associated with Instructor Certification.

Planning Committee and Speakers

Stephanie Anderson, DNP, RN; Linda Briggs, MSN, MA, RN; Carole Montgomery, MD, FHM, CPE, MHSA; Sandra Schellinger, MSN, APRN, NP-C; Patrice Tadel, MSN, RN; and Kathleen Ziemba, MSW, LCSW. We are a provider of the program, but we do not endorse any commercial products in conjunction with the program. Off-label use of any products will not be discussed.

Daily speaker for the course: **Patrice Tadel, MSN, RN, Respecting Choices Senior Faculty**

Local Instructor support provided by:

- Jennifer T. Minkowitz, JD
- Tammy Vachon, LCSW
- Mary C. Bitterauf, CHES, NBC-HWC

Additional information about Respecting Choices speakers is available at

www.respectingchoices.org/about-us/faculty/ or by emailing: info@respectingchoices.org.

Continuing Education (CE)

Nursing Contact Hours: Respecting Choices, a division of C-TAC Innovations, provider #588-004, is an approved provider of continuing nursing education by the Wisconsin Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.

Registered Nurses will receive **7.0** contact hours for completion of each course: First Steps ACP Design and Implementation, First Steps ACP Facilitator Certification, and First Steps ACP Instructor Certification. The required online Facilitator course modules provide a total of **6.25** contact hours.

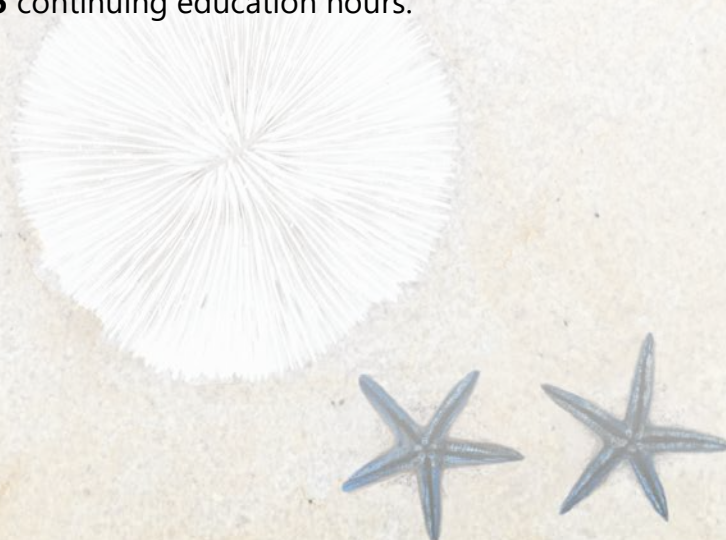
Social Work Credits: Respecting Choices, #1610, is approved as a provider for social work continuing education by the Association of Social Work Boards (ASWB), www.aswb.org, through the Approved Continuing Education (ACE) program. ACE Approval Period: May 14, 2019–May 14, 2022. Social workers should contact their regulatory board to determine course approval. Social workers participating in all three courses will receive **21.0** continuing education clock hours.

Social workers will receive **7.0** continuing education clock hours for each course: First Steps ACP Design and Implementation, First Steps ACP Facilitator Certification, and First Steps ACP Instructor Certification. The prerequisite four online modules provide a total of **6.25** continuing education hours.

To receive CE credit/certificate of completion, nurses and social workers must complete the following:

- Complete the prerequisite online core curriculum (applicable only to First Steps Facilitator Certification course).*
- Sign in at the beginning of each day.
- Be present for the entire day. No partial credit will be given.
- Complete online evaluation and attestation statement (receive by email). CE certificates will be sent by email (or as requested by mail) following online submission of course evaluation within 30 days of attendance.

* Note: After completing the prerequisite online modules, you will receive CE certificates for a total of 6.25 contact or continuing education hours. The Respecting Choices office can verify your completion of the online modules. You do not need to bring your certificate to the onsite course.



Registration Information

Register at: [RESPECTINGCHOICES.ORG](https://respectingchoices.org)

Accommodations

In accordance with the Americans with Disabilities Act, Respecting Choices is committed to making national courses accessible to all. If you require special assistance/accommodations, please contact Jame Leo at 207-661-7581, or Jleo1@mainehealth.org.



Course Location

MaineHealth, MMC A, 110 Free Street, Portland, ME 04101

Lodging

Refer to the Respecting Choices website (**National Courses and Events** tab) for suggested accommodations. Further information will be included in your confirmation email.

Registration Fees

First Steps ACP Design & Implementation	\$350
First Steps ACP Facilitator Certification	\$420
First Steps ACP Facilitator Audit (For previously certified First Steps ACP Facilitators)	\$200
First Steps ACP Instructor Certification	\$475

Fees include classroom instruction, course materials, continuing education credit, continental breakfast, lunch, and refreshments.

The First Steps ACP Facilitator Certification and Audit fees include the Online Core Curriculum. Payment can be made by Visa, Mastercard, or Discover.

Cancellation Policy

We offer a full refund minus a \$50 administrative fee for cancellations made more than 30 days prior the course date. Seating is limited, so registrations canceled within 30 days of the course date are not refunded. If Online Core Curriculum modules are started, the cost of the modules (\$110 for non-CME) will also be deducted from your refund.

Transfer Policy

Registrations cannot be transferred to another person. Registrations must be canceled according to the cancellation policy and a new registration submitted. Individuals from countries other than the U.S. cannot be certified as Respecting Choices Instructors unless part of a license agreement with an organization. If interested in becoming certified as an Instructor, contact Respecting Choices at info@respectingchoices.org.

Grievances/Comments/Concerns

If you have any questions or concerns about this program, please contact Matthew Isbell at 608-473-3083, or misbell@respectingchoices.org.