Advance care planning for individuals with serious life-limiting illness is complex and challenging. Respecting Choices Advanced Steps Advance Care Planning (ACP) incorporates the National POLST into this stage of planning. Achieving desired outcomes of National POLST requires a thoughtful approach to implementation strategies and person-centered ACP conversations. The Respecting Choices Advanced Steps ACP program’s systematic approach results in a National POLST form that aligns with individual goals, values, and preferences.

Organizations interested in replicating the Advanced Steps ACP model will find it valuable to send representatives to all three days; however, participants are welcome to attend Advanced Steps ACP Facilitator Certification or Design and Implementation independently, based on their objectives.
Advanced Steps ACP Design and Implementation is intended for healthcare and community leaders (administrators, managers, program directors, and others) and clinicians (physicians, advanced practice providers, nurses, social workers, and others) who are interested in implementing an effective Advanced Steps ACP program within their organization or community.

**Purpose**
The purpose of this program is to describe the design elements of an effective Advanced 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 three leadership strategies that guide the cultural transformation of person-centered ACP.
3. Explain four design elements and related strategies in designing an Advanced Steps ACP implementation plan.
4. Participate in small group design and implementation activities.

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<tr>
<th>Agenda At-A-Glance</th>
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<tr>
<td>12:30 p.m.</td>
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Advanced Steps ACP Facilitator Certification is intended for healthcare professionals (nurses, social workers, chaplains, physicians, advanced practice providers) and others involved in assisting those with advanced medical conditions and frailty in making treatment decisions based on their goals of care.

**Purpose**

The purpose of this program is to assist participants in learning effective communication and conversation skills and techniques for facilitating person-centered conversations for those living with advanced medical conditions and frailty.

**Pre-Course Requirements**

1. Complete Respecting Choices Advanced Steps ACP Facilitator Online Core Curriculum; modules 1-5 (included in registration fee).
2. Review the National POLST form and guidelines appropriate for your organization/community.
3. Review the Facilitator Handbook to Advanced Steps ACP Conversations.

**Learning Outcomes**

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

1. Identify communication skills for facilitating Advanced Steps ACP conversations.
2. Demonstrate beginning competency in facilitating Advanced Steps ACP conversations through role-play exercises.
3. Create strategies to transfer individual goals, values, and preferences to a written plan, e.g., National POLST form.
4. Become certified as an Advanced 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
8:20        Advanced Steps ACP, National POLST Program
8:35        Review of Advanced Steps ACP Facilitation Skills
8:45        Overview of Advanced Steps ACP Conversation Guide: Meeting with individuals with decisional capacity
            — Exploration phase
9:45        Break
10:00       Practice Exercise Role-Play 1 and Group Debrief
10:45       Overview of Advanced Steps ACP Conversation Guide: Meeting with individuals with decisional capacity
            — Goals of Care phase
11:30       Lunch
12:00 p.m.  Practice Exercise Role-Play 2 and Group Debrief
12:45       Overview of Advanced Steps ACP Conversation Guide: Meeting with individuals with decisional capacity
            — Goals of Care phase (continued)
1:30        Practice Exercise Role-Play 3 and Group Debrief
2:15        Break
2:30        Promise #5: Honoring Preferences and Decisions
3:15        Final Competency Role-Play
4:15        Summary
4:30        Adjourn
Advanced Steps ACP Instructor Certification is intended for healthcare educators, nurses, physicians, community leaders, intermediate to advanced level social work practitioners, and chaplains and clergy who are interested in becoming certified to replicate the Advanced 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 Advanced Steps ACP Instructors.

**Prerequisite**
Participants must attend the Advanced Steps ACP Design and Implementation course and be certified as Advanced Steps ACP Facilitators.

**Registration Requirements**
To attend Advanced 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 Advanced Steps ACP curriculum. Please contact Michelle Byom at mbyom@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 Advanced Steps ACP Facilitator Certification course.
2. Facilitate a brief discussion on a selected ACP topic.
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.

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**Agenda At-A-Glance**

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
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<tr>
<td>7:30 a.m.</td>
<td>Sign In and Continental Breakfast</td>
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<tr>
<td>8:00</td>
<td>Welcome and Introductions</td>
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<td>- Advanced Steps (AS) Advance Care Planning (ACP) Instructor Role</td>
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<td></td>
<td>- Advanced Care Planning (ACP) Instructor Role</td>
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<td>8:30</td>
<td>Preparing to Teach your Own Advanced Steps ACP Facilitator Certification Course</td>
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<td>9:00</td>
<td>Teaching and Presentation Strategies</td>
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<td>10:10</td>
<td>Certification Exam</td>
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<td>10:30</td>
<td>Break</td>
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<tr>
<td>10:45</td>
<td>Instructor-Led Discussions</td>
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<td>12:00 p.m.</td>
<td>Lunch</td>
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<td>12:30</td>
<td>The Role of the Instructor in Promoting Facilitator Certification</td>
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<td>- Maintenance of Competence</td>
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<td>1:15</td>
<td>Small Group Activities to Practice</td>
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<td>- Giving Feedback</td>
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<td>3:15</td>
<td>Group Debrief</td>
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<td>3:30</td>
<td>Creating Improvement Plans for Facilitator Competency</td>
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<td>4:00</td>
<td>Adjourn</td>
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Respecting Choices Certification

Respecting Choices® offers certification for Facilitators and Instructors associated with specified skills-based educational programs for ACP and SDMSI, which includes:

1) The use of standardized curricula, conversation guides, and materials;
2) Competency validation through demonstrated acquisition of knowledge and skills;
3) Completion of initial certification requirements; and
4) Ongoing maintenance of competency and/or recertification (as applicable).

Planning Committee and Speakers

Stephanie Anderson, DNP, RN; 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.

 Speakers for all three days include: Stephanie Anderson, DNP, RN; Patrice Tadel, MSN, RN; and Kathleen Ziemba, MSW, LCSW

Any updated information regarding speakers for each day will be provided on the Respecting Choices website at www.respectingchoices.org/national-courses-and-events/.

Additional information on speakers is available at www.respectingchoices.org/about-us/faculty/ or by emailing: info@respectingchoices.org.

For those intending to become certified as an Advanced Steps Instructor and who have completed an Advanced Steps (formerly Last Steps) ACP Facilitator Certification course prior to October 2019, plan to attend the Advanced 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.
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 **4.0** contact hours for completion of Advanced Steps ACP Design and Implementation, **7.5** contact hours for Advanced Steps ACP Facilitator Certification, and **7.0** contact hours for Advanced Steps ACP Instructor Certification. The prerequisite Facilitator Online Core Curriculum provide a total of **8.0** contact hours.

**Social Work Credits:** Respecting Choices, provider #1610, is approved to offer social work continuing education by the Association of Social Work Boards (ASWB) Approved Continuing Education (ACE) program. Organizations, not individual courses, are approved as ACE providers. State and provincial regulatory boards have the final authority to determine whether an individual course may be accepted for continuing education credit. Respecting Choices maintains responsibility for this course. ASWB Approval Period: May 14, 2019–May 14, 2022.

Social workers participating in all three courses will receive **19.0** continuing education clock hours.

Social workers will receive **4.0** continuing education clock hours for Advanced Steps ACP Design and Implementation, **7.5** continuing education clock hours for Advanced Steps ACP Facilitator Certification, and **7.0** continuing education clock hours for Advanced Steps ACP Instructor Certification. The prerequisite Facilitator Online Core Curriculum provide a total of **8.0** 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 Advanced 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 8.0 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.
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 Michelle Byom at 608-473-1802, or mbyom@respectingchoices.org.

Course Location
The Lunda Center on the Western Technical College campus, 319 7th Street, La Crosse, WI 54601

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
Advanced Steps ACP Design & Implementation $200
Advanced Steps ACP Facilitator Certification $420
Advanced Steps ACP Facilitator Audit $200
(For previously certified Advanced Steps [Last Steps] ACP Facilitators)
Advanced Steps ACP Instructor Certification $475
Fees include classroom instruction, course materials, continuing education credit, continental breakfast, lunch, and refreshments.
The Advanced 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 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 Patrice Tadel at 608-473-1972, or ptadel@respectingchoices.org.