

FIRST STEPS® ACP NATIONAL VIRTUAL COURSE PRECOURSE REQUIREMENTS

Electronic files and YouTube links will be provided to registrants prior to course.

First Steps ACP Design and Implementation Course

Estimated completion time: 35 minutes

1. Review the following documents before class (*via electronic files*):
 - Key Findings Following a Respecting Choices Intervention (RC 0701)
 - Person-Centered Decision Making (PCDM) Program Governance and Management (RC 0085)
 - Glossary of Leadership Roles (RC 0100)
2. View NBC's Rock Center – The Conversation (8 minutes) video (*via YouTube link*).

First Steps ACP Facilitator Certification Course

Estimated completion time: 1.75 hours

(1.75 CE added to full-day course total; does not include time spent completing Online ACP Facilitator Curriculum.)

1. Complete Respecting Choices® First Steps Online ACP Facilitator Curriculum (modules 1–4). (*Provides 6.25 CE.*)
2. Read through the following before class (*via electronic files*):
 - First Steps ACP Conversation Guide: Meeting with individual and agent, if present (RC 1143)
 - Information Card for Healthcare Agent (MC520-E)
 - CPR Fact Sheet (MC750-E)
 - Facilitator Handbook to First Steps ACP Conversations (RC 1140)
3. View the First Steps ACP Introduction (7 minutes) video (*via YouTube link*).
4. Complete Personal Engagement Activity.
Purpose: To gain an understanding of common reactions that people have regarding advance care planning (ACP)
Instructions: Attempt to have a conversation with a loved one or close friend. Ask this person the following questions:
 - What is your understanding of advance care planning?
 - What type of advance care planning have you done, if any?
 - What fears or concerns do you have about this type of planning?**You will be asked to share in class what you learned.**
5. Review the **Advance Directive document** (appropriate for your organization/community or distributed by your ACP team).
Purpose: To increase awareness and understanding of the advance directive used in your organization/community

First Steps ACP Instructor Certification Course

Estimated completion time: 15 minutes

Prerequisites to Attend Instructor Certification Course

- Submit signed First Steps ACP Instructor Agreement.
- Complete First Steps ACP Facilitator Certification course, including the First Steps Online ACP Facilitator Curriculum (modules 1–4).
- Complete Respecting Choices® First Steps ACP Design and Implementation course (or local program equivalent).

1. Review before class (*via electronic files*):
 - First Steps ACP Instructor Certification Requirements (RC 1214)
 - ACP Instructor Responsibilities (RC 0034)
 - Preparing to Teach a First Steps ACP Facilitator Certification Course: 10 Steps (RC 1212)
 - The Role of the Instructor as Mentor in Promoting Facilitator Certification and Maintenance of Competence (RC 0075)