

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 register representatives for all three days. Participants are welcome to register for any of the courses independently, based on their objectives.

Respecting Choices[®]
PERSON-CENTERED CARE

*A System for Person-Centered Decision Making
that Transforms Healthcare*

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- VIRTUAL -
ADVANCED STEPS
ADVANCE CARE PLANNING (ACP)
NATIONAL COURSES

Fall 2021

Live Interactive Webinar

**Advanced Steps ACP
Design and Implementation Course**

Wednesday, October 13

**Advanced Steps ACP
Facilitator Certification Course**

Thursday, October 14 OR

Tuesday, October 19

**Advanced Steps ACP
Instructor Certification Course**

Wednesday, October 20

ADVANCED STEPS ACP DESIGN AND IMPLEMENTATION COURSE

The Advanced Steps ACP Design and Implementation course 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.

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

Course content level: Beginning to Intermediate for social workers.

Learning Outcomes

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

1. Describe the Respecting Choices Advanced Steps ACP program and related research evidence.
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. Apply knowledge to design a team-specific ACP implementation plan and workflows.

Precourse Activities

Click [here](#) for information related to precourse activities for virtual courses.

Agenda At-A-Glance

(All times reflect Central Time.)

12:30 p.m.	Log on and Registration
1:00	Welcome and Overview
1:15	Respecting Choices Core Concepts: The "Framework"
	Transforming the Healthcare Culture: Leadership Matters
1:45	The Importance of a System: Creating an Advanced Steps ACP Program
	— The Four Design Elements
3:00	<i>Break</i>
3:15	Designing Your Advanced Steps ACP Implementation
	Small Group Implementation Planning Activity
5:00	Summary
5:15	<i>Adjourn</i>

ADVANCED STEPS ACP FACILITATOR CERTIFICATION COURSE

The Advanced Steps ACP Facilitator Certification course is designed to assist participants learn the skills needed to facilitate ACP conversations with individuals who are in their last few years of life. This course is intended for healthcare professionals (nurses, social workers, chaplains, physicians, and advanced practice providers) and other care providers. This course is appropriate for all levels of knowledge.

The purpose of this course 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. These conversations have application for in-person visits and telehealth.

Course content level: Intermediate for social workers.

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 the application of the person-centered decision-making framework to elicit preferences and decisions.
3. Create strategies to transfer individual goals, values, and preferences to a written plan, e.g., POLST form and out-of-hospital medical orders.
4. Demonstrate beginning competency in facilitating Advanced Steps ACP conversations through role-play activities.

Precourse Requirements/Activities

1. Complete Respecting Choices Advanced Steps Online ACP Facilitator Curriculum modules 1–5 (included in registration fee).
2. Review the National POLST form and guidelines appropriate for your organization/community.
3. Click [here](#) for information related to precourse activities for virtual courses.

Agenda At-A-Glance

(All times reflect *Central Time*.)

8:15 a.m.	Log on and Registration
8:30	Welcome and Overview
8:50	Advanced Steps ACP, National POLST Program
9:05	Review of Advanced Steps ACP Facilitation Skills
9:15	Overview of Advanced Steps ACP Conversation Guide — Exploration phase
10:15	<i>Break</i>
10:30	Practice Exercise Role-Play 1 and Group Debrief
11:15	Overview of Advanced Steps ACP Conversation Guide — Goals of Care phase
12:00 p.m.	<i>Lunch</i>
12:30	Practice Exercise Role-Play 2 and Group Debrief
1:15	Overview of Advanced Steps ACP Conversation Guide — Goals of Care phase (<i>continued</i>)
2:00	Practice Exercise Role-Play 3 and Group Debrief
2:45	<i>Break</i>
3:00	Promise #5: Honoring Preferences and Decisions
3:45	Final Competency Role-Play
4:45	Summary
5:00	<i>Adjourn</i>

ADVANCED STEPS ACP INSTRUCTOR CERTIFICATION COURSE

The Advanced Steps ACP Instructor Certification course features strategies for teaching, evaluating, and mentoring the communication skills of Advanced Steps ACP Facilitators, and prepares participants to teach the Advanced Steps ACP Facilitator Certification course. This course is intended for healthcare educators, nurses, physicians, community leaders, 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.

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

Course content level: Intermediate to Advanced for social workers.

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.

Precourse Requirements/Activities

1. Attend the Advanced Steps ACP Design and Implementation course.
2. Be certified as Advanced Steps ACP Facilitators.
3. Click [here](#) for information related to precourse activities for virtual courses.

Registration Requirements

To attend the Advanced Steps ACP Instructor Certification course, the Instructor candidate and sponsoring organization must sign an agreement to replicate the standardized Respecting Choices Advanced Steps ACP curriculum. If no sponsor organization, the Instructor candidate may sign an agreement independently. Please contact Michelle Byom at mbyom@respectingchoices.org for more information.

Agenda At-A-Glance

(All times reflect *Central Time*.)

8:15 a.m.	Log on and Registration
8:30	Welcome and Overview — Advanced Steps Advance Care Planning (ACP) Instructor Role and Responsibilities
9:00	Preparing to Teach your Own Advanced Steps ACP Facilitator Certification Course
9:30	Teaching and Presentation Strategies
10:40	Certification Exam
11:00	<i>Break</i>
11:15	Instructor-Led Discussions
12:30 p.m.	<i>Lunch</i>
1:00	The Role of the Instructor in Promoting Facilitator Certification and Maintenance of Competence
1:30	Small Group Activities to Practice Giving Feedback
2:45	<i>Break</i>
4:00	Group Debrief and Summary
4:30	<i>Adjourn</i>

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 ACP Facilitator Curriculum; and
- To observe Respecting Choices Faculty teaching strategies in preparation for Instructor Certification group discussion.

The auditor fee is \$250.

Respecting Choices Certification

Respecting Choices offers certification for Facilitators and Instructors associated with specified skills-based educational programs and courses 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; Carole Montgomery, MD, FHM, CPE, MHSA; Patrice Tadel, MSN, RN; and Kathleen Ziembra, MSW, LCSW

We are a provider of the courses, but we do not endorse any commercial products in conjunction with the courses. Off-label use of any products will not be discussed.

Respecting Choices Instructors include, but are not limited to: Patrice Tadel, MSN, RN; Kathleen Ziembra, MSW, LCSW; and Rose Seavolt, BSN, RN, CCP

Additional information is available at www.respectingchoices.org/about-us/faculty/. Instructors for each course are at the discretion of Respecting Choices and may be subject to change, including replacement with qualified substitutes. Up-to-date information regarding speakers is available by emailing info@respectingchoices.org.

CONTINUING EDUCATION (CE)

Nursing Contact Hours

Respecting Choices is approved as a provider of nursing continuing professional development by the Wisconsin Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.

Nursing credits for the total number of hours that one participant can earn for successful completion of the courses are **4.0** contact hours for Advanced Steps ACP Design and Implementation course, **7.5** contact hours for Advanced Steps ACP Facilitator Certification course, and **7.0** contact hours for Advanced Steps ACP Instructor Certification course. The Online ACP Facilitator Curriculum provides a total of 8.0 hours of instruction for **8.0** contact hours.

Social Work Credits

Respecting Choices, #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 live interactive webinar courses will receive **18.5** continuing education credits.

Social workers will receive **4.0** continuing education credits for Advanced Steps ACP Design and Implementation course, **7.5** continuing education credits for Advanced Steps ACP Facilitator Certification course, and **7.0** continuing education credits for Advanced Steps ACP Instructor Certification course. The prerequisite Online ACP Facilitator Curriculum provides a total of **8.0** continuing education credits.

Please note: Precourse activities included as part of course preparation do not have CE credit provided.

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

- Complete the prerequisite Online ACP Facilitator Curriculum (applicable only to Advanced Steps Facilitator Certification course).*
- Complete precourse requirements/activities.
- Be present for the entire course.
- No partial credit will be given.
- Complete online evaluation and attestation statement. 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. Verification of online module completion occurs electronically prior to the course.

Live Interactive Webinar Virtual Course Participation

Full attendance and engagement throughout the entire course is required. An email will be sent to registrants with the Zoom meeting invitation, login information, and links to precourse and course materials for the registered virtual course(s). Each attendee must log on individually on a computer with working audio, video, and internet access. Registrations are accepted up to **1 week** before the course offering. Any questions or considerations, please contact Michelle Byom at 608-473-1802, or mbyom@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 Michelle Byom at 608-473-1802, or mbyom@respectingchoices.org.



Registration Fees

Advanced Steps ACP Design & Implementation Course	\$250
Advanced Steps ACP Facilitator Certification Course	\$475
Advanced Steps ACP Facilitator Audit	\$250
(For previously certified Advanced Steps [Last Steps] ACP Facilitators)	
Advanced Steps ACP Instructor Certification Course	\$495

Fees include classroom instruction, course materials, and continuing education credit.

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 ACP Facilitator 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 these courses, please contact Pat Tadel at 608-473-1972, or ptadel@respectingchoices.org.