

Respecting Choices®

PERSON-CENTERED CARE

# Advance Care Planning National Courses

Live Interactive Webinars



Want to make your advance care planning (ACP) conversations better and help people make decisions by understanding what matters most to them? Want to have conversations that are more productive and satisfying for all involved? Sign up for Respecting Choices' national ACP *virtual* courses. These courses have helped participants become better communicators for over 20 years.

**FIRST STEPS® ACP**

**NEXT STEPS™ ACP**

**ADVANCED STEPS ACP**

**SPRING 2023**

## **FEBRUARY**

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**ACP Core Component: 2/1**

**First Steps ACP Facilitator Certification: 2/9**

**Next Steps ACP Facilitator Certification: 2/16**

**Advanced Steps ACP Facilitator Certification: 2/23**

## **MARCH**

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**ACP Design and Integration: 3/1**

**First Steps ACP Instructor Certification: 3/9**

**Next Steps ACP Instructor Certification: 3/16**

**Advanced Steps ACP Instructor Certification: 3/21**

## **APRIL**

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**ACP Core Component: 4/5**

**First Steps ACP Facilitator Certification: 4/11**

**Next Steps ACP Facilitator Certification: 4/20**

**Advanced Steps ACP Facilitator Certification: 4/25**

## **MAY**

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**ACP Design and Integration: 5/3**

**First Steps ACP Instructor Certification: 5/11**

**Next Steps ACP Instructor Certification: 5/16**

**Advanced Steps ACP Instructor Certification: 5/23**

Because ACP is not a one-size-fits-all conversation, Respecting Choices courses are tailored to help you meet the needs of the individuals you work with based on their stage of health.

If you mostly serve people who are:

➔ healthy or have early chronic illness...

...you should attend **First Steps ACP**.

First Steps 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.

If you mostly serve people who have:

➔ serious illness with potential for complications...

...you should attend **Next Steps ACP**.

The goals of this stage of planning are to assess the patient's understanding of the disease progression (and related treatment options) and to identify goals of care. While it is assumed that full care and treatment will continue, the Next Steps ACP conversation helps to clarify when goals of care would shift based on the patient's clarification of unacceptable outcomes.

If you mostly serve people who are:

➔ in the last few years of life...

...you should attend **Advanced Steps ACP**.

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

Advance care planning provides the “knowing” part of “knowing and honoring” required for person-centered decision making. The Respecting Choices ACP Facilitator Certification standardized curriculum has been tested for over 25 years. The goals of this standardized approach to Facilitator certification are to:

- Certify individuals in a competency-based approach to ACP facilitation.
- Ensure the delivery of a consistent and reliable ACP service.

Respecting Choices has adopted a philosophy called “flexibility within a framework” where core elements learned are critical to person-centered conversations (the “framework”) with the ability to adapt how each phase of the conversation proceeds specific to each individual/patient (the “flexibility”).

The ACP Facilitator Certification curriculum is designed to accelerate the process for those who intend to become certified in more than one stage of planning. By building on the skills learned in one ACP Facilitator Certification course, participants can focus on acquiring the knowledge and skills to be agile and critically think how to seamlessly serve individuals where they are at in their disease.

### ▶ **ACP Core Component Course**

The ACP Core Component course is the first component on the *pathway* to Facilitator certification. This course focuses on learning the communication skills and the Exploration phase of facilitating conversations with all individuals. It lays the groundwork for using that information to align healthcare decisions with what matters most when carried forward to the Goals of Care phase of the ACP conversation to support person-centered decision making. The ACP Core Component course affords an in-depth experience for course participants in exploring the individual’s goals, values, and beliefs when having an ACP conversation.

The Exploration phase of facilitated conversations is where “flexibility within a framework” really comes in.

### ▶ **ACP Facilitator Certification Intensive Course**

In the stage-specific ACP Intensive course(s), Facilitator candidates learn the Goals of Care phase and Decision-Making Framework of the respective stage-specific ACP conversation. To achieve ACP Facilitator certification in each stage of planning (First Steps, Next Steps, or Advanced Steps), candidates must complete Respecting Choices Online ACP Facilitator Curriculum, the ACP Core Component course, and the ACP Intensive course for ACP Facilitator Certification in the stage of planning they are to be certified.

The ACP Core Component course is intended for professionals and healthcare providers (social workers, nurses, health educators, and physicians), clergy, volunteers, and others involved in providing ACP facilitation.

▶ ***This course is a prerequisite for attendance at First Steps, Next Steps, and Advanced Steps ACP Facilitator Certification Intensive courses.***

The purpose of this course is to assist participants in learning effective communication and conversation skills and techniques for facilitating person-centered conversations. These conversations have application for in-person visits and telehealth.

**NOTE: *The ACP Core Component course may be taken as a standalone course if not seeking ACP Facilitator Certification.***

**Learning Outcomes**

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

1. Identify intended populations for ACP conversations.
2. Verbalize strategies to engage individuals and healthcare agents in ACP.
3. Demonstrate communication skills to promote person-centered ACP conversations.
4. Apply critical thinking to discern what matters most to individuals.

**Precourse Requirements/Activities**

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1. Complete Respecting Choices Online ACP Facilitator Curriculum (modules 1–4 for Core).
2. Review documents and a short video provided electronically prior to the course.

**ACP Core Component Course Agenda At-A-Glance**

*Times reflect Central Time.*

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9:45 am

Log on and Registration

10:00 am–1:30 pm

Course

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Welcome and Overview

Person-Centered Conversations:  
Core Concepts

Skills to Promote Person-Centered Conversations

The Exploration Phase of ACP Conversations – Part A

*Break (15 minutes)*

The Exploration Phase of ACP Conversations – Part B

Role-Play Exercise

Preparation for Facilitator Intensive Course(s) for Certification

*Adjourn*

**ACP Facilitator Certification Intensive Course Agenda At-A-Glance**

*Times reflect Central Time.*

9:45 am

Log on and Registration

10:00 am–1:45 pm

**First Steps ACP Course**

10:00 am–3:00 pm

**Next Steps ACP Course**

10:00 am–2:45 pm

**Advanced Steps ACP Course**

Welcome and Overview

Eliciting Preference and Decisions:

Goals of Care Phase

Decision-Making Framework for

*(Stage-Specific)*

ACP Conversations

*Break (15 minutes)*

Role-Play Exercise

Documenting Preferences

and Decisions of

*(Stage-Specific)*

ACP Conversations

Achieving and Maintaining

*(Stage-Specific)*

ACP Facilitator Certification

*Adjourn*

The ACP Facilitator Certification courses are designed to assist participants learn the skills needed to facilitate ACP conversations with individuals in various stages of health. These courses are intended for a variety of professionals (nurses, social workers, health educators, physicians, advanced practice providers, chaplains, clergy, and other care providers) and community volunteers. This course is appropriate for all levels of knowledge.

The purpose of these courses is to assist participants in learning effective communication skills, techniques, and critical thinking for facilitating person-centered ACP conversations. These conversations have application for in-person visits and telehealth.

**Learning Outcomes**

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

1. Define benefits of *(stage-specific)* ACP conversations and identify appropriate target population.
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., advance directive.
4. Demonstrate beginning competency in facilitating *(stage-specific)* ACP conversations through role-play exercises.

**Precourse Requirements/Activities**

1. Attend the ACP Core Component course.
2. Complete Respecting Choices Online ACP Facilitator Curriculum (modules 1–4 for Core and First Steps, modules 1–5 for Advanced Steps, modules 1–6 for Next Steps).
3. Review documents provided electronically prior to the course.



The purpose of the ACP Design and Integration course is to build skills to design an effective program with the goal of integrating person-centered decision making as a standard of care. The course is organized around a framework that supports keeping the promises/ processes necessary for a sustainable program. The course blends in workgroup activities that give the learner the freedom to adapt the elements to be effective in their specific program.

The course is intended for healthcare and community leaders (administrators, managers, program directors, ACP coordinators, and others) and clinicians (physicians, advanced practice providers, nurses, social workers, and others) who are interested in integrating an effective ACP program within their organization or community. This course is appropriate for all levels of knowledge.

**NOTE: *The ACP Design and Integration course is a prerequisite to attend a stage-specific ACP Instructor Certification course.*** Individuals seeking Instructor certification benefit from identified elements which support the certified Facilitators important role as members of the interprofessional team.

**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 person-centered decision making (PCDM) program.
2. Identify five promises, when kept, that integrate PCDM into standard practice.
3. Define four design elements that support keeping each promise, including measuring success of PCDM programs.
4. Explain the role of leadership in accomplishing the goals of PCDM.
5. Apply knowledge and use toolkits adaptable to design workflows and plans specific to your program.

**Design and Integration Course Agenda At-A-Glance**

*Times reflect Central Time.*

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9:45 am

Log on and Registration

10:00 am–2:00 pm

Course

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Welcome and Overview

What is Person-Centered Decision Making (PCDM)?

Five Promises Required to Build a PCDM Program

Infrastructure Requirements to Keep Each Promise

– Introduction

Promise 1:

*We will initiate conversations.*

– Group Activity

*Break (15 minutes)*

Promise 2:

*We will provide assistance with PCDM.*

– Group Activity

Promises 3 and 4:

*Plans will be clear; plans will be stored and updated.*

– Group Activity

Promise 5:

*We will use plans to honor preferences and decisions.*

– Group Activity

Transforming the Healthcare Culture:

The Role of Leadership

Summary

*Adjourn*

**ACP Instructor Certification Course Agenda At-A-Glance**

*Times reflect Central Time.*

8:15 am

Log on and Registration

8:30 am–4:30 pm

Course

Welcome and Overview

Preparing to Teach your Own ACP Facilitator Certification Course

Teaching and Presentation Strategies

Certification Exam

*Break (15 minutes)*

Instructor-Led Discussions

*Lunch (30 minutes)*

The Role of the Instructor in Promoting Facilitator Certification and Maintenance of Competence

Small Group Activities to Practice Giving Feedback

*Break (15 minutes)*

Group Debrief and Summary

*Adjourn*

The ACP Instructor Certification course features strategies for teaching, evaluating, and mentoring the communication skills of ACP Facilitators, and prepares participants to teach the stage-specific 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 stage-specific 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 stage-specific ACP Instructors.

**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 stage-specific 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 ACP Design and Integration course.
2. Be certified as the stage-specific ACP Facilitator.
3. Review documents provided electronically prior to the course.

**Registration Requirements**

To attend the ACP Instructor Certification course, the Instructor candidate and sponsoring organization must sign an agreement to replicate the standardized Respecting Choices ACP curriculum. If no sponsor organization, the Instructor candidate may sign an agreement independently. Please contact Respecting Choices at [info@respectingchoices.org](mailto:info@respectingchoices.org) for more information.



For those intending to become certified as an Instructor and have completed the stage-specific ACP Facilitator Certification course prior to **January 2022**, plan to attend the applicable ACP Facilitator Certification course as an auditor 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.

See auditor fees on page 11.

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### **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).

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### **Planning Committee and Speakers**

Stephanie Anderson, DNP, RN; Carole Montgomery, MD, FHM, CPE, MHSA;  
Patrice Tadel, MSN, RN; and Kathleen Ziemba, MSW, LCSW

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

**Respecting Choices Instructors include, but are not limited to:** Patrice Tadel, MSN, RN; Rose Seavolt, BSN, RN, CCP; Joyce Smerick, BS; and Kathleen Ziemba, MSW, LCSW.

Additional information is available at [www.respectingchoices.org/about-us/faculty/](http://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](mailto:info@respectingchoices.org).

## 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. Nurses completing these courses receive contact hours as noted in the following tables.

## Social Work CE Credits

Respecting Choices, #1610, is approved as an ACE provider to offer social work continuing education by the Association of Social Work Boards (ASWB) Approved Continuing Education (ACE) program. Regulatory boards are the final authority on courses accepted for continuing education credit. ACE provider approval period: May 14, 2022–May 14, 2025. Social workers completing these courses receive continuing education credits as noted in the following tables.

The total number of [nursing contact hours](#) or [social work CE credits](#) that a participant can earn for successful completion of the courses:

Course	Nursing Contact Hours/ Social Work CE Credits
ACP Design and Integration course	3.75
ACP Core Component course	3.25
First Steps ACP Facilitator Certification course	3.5
Next Steps ACP Facilitator Certification course	4.75
Advanced Steps ACP Facilitator Certification course	4.5
ACP Instructor Certification course	7.0

Online ACP Facilitator Curriculum	Nursing Contact Hours/ Social Work CE Credits
Modules 1–4 (total of 6.25 hours of instruction)	6.25
Modules 1–5 (total of 8.0 hours of instruction)	8.0
Modules 1–6 (total of 9.75 hours of instruction)	9.75

**NOTE:** Precourse activities included as part of course preparation do not provide CE credit.

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

- ▶ Complete the prerequisite Online ACP Facilitator Curriculum (applicable only to the ACP Facilitator Certification courses).\*
- ▶ Complete precourse requirements/activities.
- ▶ Be present for the entire course.
  - No partial credit will be given.
- ▶ Complete online evaluation.
  - CE certificates will be sent following online submission of course evaluation within 30 days of attendance.

\* **NOTE:** After completing the prerequisite online modules, you will receive CE certificates for the total contact hours or continuing education credits. Verification of online module completion occurs electronically prior to the course.

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

## Course Registration Fees

	<u>General Fee</u>	<u>Auditor Fee</u>
ACP Design & Integration	\$250	N/A
ACP Core Component	\$200	\$150
First Steps ACP Facilitator Certification	\$300	\$200
Next Steps or Advanced Steps ACP Facilitator Certification	\$350	\$250
ACP Instructor Certification	\$525	N/A

Click [here](#) for a helpful registration guide. Fees include course instruction, course materials, Online ACP Facilitator Curriculum modules, and continuing education credit.

## Live Interactive Webinar Virtual Course Participation

Full attendance and engagement throughout the entire course is required. Prior to the registered virtual course(s), registrants will receive the Zoom meeting invitation, login information, links to precourse activities, and course materials. Each attendee must log on individually on a computer with working audio, video, and internet access. Registrations are accepted up to **one week** before the course offering. Any questions or considerations, please contact Respecting Choices at 608-473-1025 or [info@respectingchoices.org](mailto:info@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 Respecting Choices at 608-473-1025 or [info@respectingchoices.org](mailto:info@respectingchoices.org).

## 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](mailto:info@respectingchoices.org).

## Grievances/Comments/Concerns

If you have any questions or concerns about these courses, please contact Kathleen Ziemba at 608-473-3504 or [kziemba@respectingchoices.org](mailto:kziemba@respectingchoices.org).