Advance Care Planning Courses

January – May 2024

Live Interactive Webinars

Advance care planning provides the “knowing” part of “knowing and honoring” required for person-centered decision making.

Built on a foundation of practice- and research-based evidence, Respecting Choices’ Advance Care Planning courses have helped participants become better communicators using motivational interviewing for over 25 years.

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This guide includes the registration link.
WHICH COURSES SHOULD I TAKE?

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

**First Steps® ACP ➔** If you mostly serve people who are healthy or have early chronic illness.

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 proactive planning, selecting a healthcare agent, providing instructions for goals of care in the event of a severe, permanent brain injury, and the importance of regular review and updating of written plans, such as an advance directive.

**Next Steps™ ACP ➔** If you mostly serve people who have serious illness with potential for complications.

The goals of this stage of planning are to assess the individual’s understanding of the disease progression (and related treatment options), and to identify goals of care when the illness becomes more advanced. 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. A Statement of Treatment Preferences (SoTP) form is used to help individuals understand their options, explore how their goals and values align with the options, and identify their preference for specific treatments to guide the plan of care.

**Advanced Steps ACP ➔** If you mostly serve people who are in the last few years of life.

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 and goal concordant care requires a systematic approach to integration strategies and shared decision-making conversations. Goals of care conversations in this stage of planning are focused on timely, proactive, and specific treatment discussions that result in a POLST form (or medical orders) that align with individual goals, values and preferences which can be followed throughout the continuum of care.

You may choose more than one stage of planning to better serve a broader population.
ACP Facilitator Certification Courses

Please see course descriptions and agendas for course times on page 4 – 6.

ACP Core Component: February 13, February 27, April 2, or April 16

First Steps ACP Facilitator Certification: February 15 or April 4

Next Steps ACP Facilitator Certification: April 9

Advanced Steps ACP Facilitator Certification: February 29 or April 18

Design & Integration Courses

Please see course descriptions and agenda for course times on page 7.

ACP Design and Integration: February 7, March 6, or May 1

ACP Instructor Certification Courses

Please see course descriptions and agenda for course times on page 8.

First Steps ACP Instructor Certification: March 13 or May 8

Next Steps ACP Instructor Certification: May 15

Advanced Steps ACP Instructor Certification: March 27 or May 22

Respecting Choices Certification

Respecting Choices offers certification for Advance Care Planning (ACP) Facilitators and Instructors associated with specified skills-based educational programs and courses, 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 (applies to ACP Instructors).

More information is available at respectingchoices.org/types-of-curriculum-and-certification/
ACP FACILITATOR COURSES

The Respecting Choices ACP Facilitator Certification 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: What Matters Most

The ACP Core Component course is the first component on the pathway to Facilitator certification. This course focuses on learning the communication skills for facilitating the Exploration Phase of ACP conversations with all individuals. The Exploration phase of ‘getting to know’ what matters most 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 conversation to support person-centered decision making. The ACP Core Component course affords an in-depth experience for course participants to practice exploring the individual’s goals, values, and beliefs when having an ACP conversation through role-play exercises. The Exploration phase of facilitated conversations is where “flexibility within a framework” really comes in.

The ACP Core Component course may also be taken as a standalone course by anyone who wants to help promote the importance of planning ahead for future healthcare decisions.

ACP Facilitator Certification Courses (Stage-specific Intensives)

Following the ACP Core Component Course, Facilitator candidates learn how to facilitate the Goals of Care phase and Decision-Making Framework of the respective stage-specific ACP conversation (First Steps, Next Steps, or Advanced Steps). To achieve ACP Facilitator certification, candidates must complete Respecting Choices Online ACP Facilitator Curriculum, the ACP Core Component course, and the ACP Facilitator Certification course in the stage of planning they are to be certified, including a competency role-play.
ACP CORE COMPONENT COURSE

The ACP Core Component course is intended for professionals and healthcare providers (social workers, nurses, health educators, and physicians), clergy, volunteers, elder law attorneys, and others involved in providing ACP facilitation. 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 with adults, wherever they are at in their health care continuum and life span. Participants practice using communication skills and a conversation guide to **explore what matters most** (goals, values, and beliefs) to the individual when planning for future healthcare decisions.

- The ACP Core Component course is a prerequisite for attendance at First Steps, Next Steps, and Advanced Steps ACP Facilitator Certification courses.

- The ACP Core Component course can also be taken as a stand-alone course for those who are not seeking to become certified as a Facilitator yet want to build their skills to engage and facilitate the 'exploration' phase of discerning what matters – the first phase of delivering person-centered conversations.

**Learning Outcomes**

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**

1. Complete Respecting Choices Online ACP Facilitator Curriculum (modules 1 – 4 for ACP Core Component).
2. Review documents and a short video provided electronically prior to the course.
ACP FACILITATOR CERTIFICATION COURSES (STAGE-SPECIFIC INTENSIVES)

The ACP Facilitator Certification courses (First Steps®, Next Steps™, Advanced Steps) are designed for participants who intend to become certified ACP Facilitators to learn the skills needed to facilitate the goals of care phase of ACP conversations with individuals in various stages of health and help to ensure that their goals, values, and beliefs guide all clinical decisions.

These courses are intended for a variety of care professionals (nurses, social workers, health educators, physicians, advanced practice providers, chaplains, clergy, and other care providers), community health workers, end-of-life doulas, and volunteers.

The purpose of these courses is to assist Facilitator candidates to learn effective communication skills, techniques, and critical thinking for facilitating ACP conversations as part of routine care. These conversations have application for in-person visits, group sessions, 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.
3. Review documents provided electronically prior to the course.
ACP Design & Integration Course

The purpose of the Respecting Choices 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 learning the systems approach to support the certified Facilitator role as essential 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.
ACP INSTRUCTOR CERTIFICATION COURSES (STAGE-SPECIFIC)

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 (First Steps, Next Steps, Advanced Steps). This course is intended for healthcare educators, nurses, physicians, community leaders, social workers, and chaplains and clergy who are interested in becoming certified to replicate the stage-specific ACP Facilitator Certification course(s) in their own organization or community.

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

Instructor Agreement

To attend a Respecting Choices ACP Instructor Certification course, the Instructor candidate and sponsoring organization must sign an agreement to replicate the standardized Respecting Choices ACP Facilitator curriculum. If no sponsor organization, the Instructor candidate may sign an agreement independently. 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.
To receive CE credit/certificate of completion, nurses and social workers must:

- Complete precourse requirements/activities identified for the course.
  - Verification of online module completion occurs electronically prior to the applicable course(s).
- 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.

### 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 below.

### 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 below.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Nursing Contact Hours/ Social Work CE Credits</th>
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<tbody>
<tr>
<td>ACP Design and Integration course</td>
<td>3.75</td>
</tr>
<tr>
<td>ACP Core Component course</td>
<td>3.25</td>
</tr>
<tr>
<td>First Steps® ACP Facilitator Certification course</td>
<td>3.5</td>
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<tr>
<td>Next Steps™ ACP Facilitator Certification course</td>
<td>4.75</td>
</tr>
<tr>
<td>Advanced Steps ACP Facilitator Certification course</td>
<td>4.5</td>
</tr>
<tr>
<td>ACP Instructor Certification courses (First Steps®, Next Steps™, Advanced Steps)</td>
<td>7.0</td>
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NOTE: Precourse activities included as part of course preparation do not provide CE credit.

### Online ACP Facilitator Curriculum (prerequisite attending the ACP Facilitator courses)

<table>
<thead>
<tr>
<th>Modules</th>
<th>Nursing Contact Hours/ Social Work CE Credits</th>
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<tbody>
<tr>
<td>Modules 1–4 (total of 6.25 hours of instruction)</td>
<td>6.25</td>
</tr>
<tr>
<td>Modules 1–5 (total of 8.0 hours of instruction)</td>
<td>8.0</td>
</tr>
<tr>
<td>Modules 1–6 (total of 9.75 hours of instruction)</td>
<td>9.75</td>
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NOTE: After completing each online module and evaluation, you will receive CE certificates for the total contact hours or continuing education credits.
New Facilitator candidates must complete the ACP Core Component course and the ACP Facilitator Certification (Intensive) course(s) in the stage of planning they intend to become certified (First Steps, Next Steps, Advanced Steps).

For certified ACP Facilitators who intend to become certified in another stage of planning: Sign up for the applicable ACP Facilitator Certification (stage-specific Intensive) course. Proof of prior Respecting Choices ACP Facilitator certification is required.

For Instructor candidates who 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 access to the Online ACP Facilitator Curriculum; and
✓ To observe Respecting Choices Faculty teaching strategies in preparation for Instructor Certification group discussion.

*See auditor fees.

REGISTRATION INFORMATION

Registrations are accepted up to **one week** before the course offering.

Please see page 12 for the Registration Guide to National Courses with the link to begin your registration. You will be prompted to sign into Respecting Choices Learning in Absorb or create an account if you don’t have one. From there, you will be able to select and purchase your courses.

<table>
<thead>
<tr>
<th>Course</th>
<th>General Fee</th>
<th>Auditor Fee</th>
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<tbody>
<tr>
<td>ACP Design &amp; Integration</td>
<td>$250</td>
<td>N/A</td>
</tr>
<tr>
<td>ACP Core Component</td>
<td>$200</td>
<td>$150</td>
</tr>
<tr>
<td>First Steps® ACP Facilitator Certification</td>
<td>$300</td>
<td>$200</td>
</tr>
<tr>
<td>Next Steps™ or Advanced Steps ACP Facilitator Certification</td>
<td>$350</td>
<td>$250</td>
</tr>
<tr>
<td>ACP Instructor Certification (Stage-specific)</td>
<td>$525 per course</td>
<td>N/A</td>
</tr>
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Fees include course instruction, electronic access to course materials, Online ACP Facilitator Curriculum modules for the ACP Core Component and ACP Facilitator courses, and continuing education credit.
Live Interactive Webinar Virtual Course Participation

Full attendance and engagement throughout the entire course are 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. Any questions or considerations, please contact Respecting Choices at 608-473-1025 or 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.

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.

Grievances/Comments/Concerns

If you have any questions or concerns about these courses, please contact Kathleen Ziemba, Senior Director of Respecting Choices, at 608-473-3504 or kziemba@respectingchoices.org.

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: Kathleen Ziemba, MSW, LCSW; Patrice Tadel, MSN, RN; Rose Seavolt, BSN, RN, CCP; and Joyce Smerick, BS.

Additional information is available at respectingchoices.org/about-us/team/. 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.
Register for the Respecting Choices® virtual national courses through the Respecting Choices online learning management system (LMS). You will need to “preregister” before proceeding with your course registration and purchase. This guide will assist you with your selection and purchase.

Sign into Respecting Choices Online Learning Account in Absorb

If you do not yet have a Respecting Choices Online Learning account in Absorb, click on this enrollment link to create your account and proceed to preregistration. If you have an existing Respecting Choices Online Learning account in Absorb, sign into your account and proceed to preregistration.

At the Home Dashboard, you will see “My Courses” and “Featured Courses” sections. If you do not see these sections, click on the Respecting Choices logo in the upper left corner.

Under “Featured Courses” are all of the available national course offerings. Click on “Enroll” in the “RC National Course Preregistration” box.

After completing the preregistration, you may begin adding your desired course(s) to your shopping cart.

To return to the Home Dashboard at any time, click on the Respecting Choices logo in the upper left corner.

Register for courses

Click on one course offering at a time that you would like to attend, then select your desired course date. Refer to the Respecting Choices National Course Brochure for details about each course.

Remember:

- If you want to become a certified Facilitator, you need to choose an ACP Core Component course and the stage-specific ACP Facilitator Certification Intensive course (First Steps, Next Steps, Advanced Steps). An ACP Core Component course is a prerequisite to attending an ACP Facilitator Certification course. If you previously attended an ACP Core Component course, please indicate on the preregistration form when prompted.

- If you want to become a certified Instructor, you need to attend a Design and Integration course and an ACP Core Component course as prerequisites to attending an ACP Instructor Certification course. If you are already certified as a Respecting Choices ACP Facilitator, please indicate on the preregistration form when prompted.

Once you add a course to your shopping cart, you can close that selection screen by clicking on the “X” in the upper right corner or return to the Home Dashboard by clicking on the Respecting Choices logo in the upper left corner.

Continue selecting all the courses and dates you desire and adding to your shopping cart. When finished, click on the shopping cart icon in the toolbar at the top of the screen and click the “View Shopping Cart” button.

Finalize your purchase

On the Shopping Cart screen, you will see the courses you have selected along with the option of adding a Coupon Code. Add a coupon code if you have one and click on “Proceed to Checkout” button.

On the next screen, confirm you are logged into your account and click on “Proceed to Checkout” button.

Confirm your shipping information and select if also your billing address. Click on “Proceed to Checkout” button. Select “Credit Card” as payment method and click on “Proceed to Checkout” button.

Confirm your billing address, enter credit card information, and click on “Submit Your Order” when ready.

You will receive a confirmation email upon successful registration! If you do not receive a confirmation email and/or if you have any questions during registration, please contact Respecting Choices at info@respectingchoices.org or (608) 473-1025.