



# First Steps® ACP Facilitator Certification

Friday, September 8, 2017 from 8 am to 4:30 pm  
James L West Alzheimer's Center  
1111 Summit, Fort Worth, TX 76102

Respecting Choices® First Steps® ACP Facilitator Certification is designed for professionals such as social workers, nurses, clergy, physicians, Stephen Ministers, volunteers, and others involved in assisting patients and residents in making end-of-life treatment decisions.

**Purpose:** To improve the effectiveness of the First Steps® ACP Facilitator Certification program through facilitation skills training.

### Course Objectives:

- A. Identify interview skills for facilitating First Steps advance care planning (ACP) conversations
- B. Identify interview skills for facilitating First Steps ACP conversations with adults with chronic illness
- C. Create strategies to communicate the plan, including the completion of an advance directive document
- D. Examine the ACP Facilitator's role in implementing three key systems for ACP effectiveness
- E. Demonstrate beginning competency in facilitating First Steps ACP conversations through role-play activities

### Prerequisites:

- 1) Completion of the First Steps ACP Facilitator Online Core Curriculum;
- 2) An attempt at an ACP conversation with a loved one or close friend, and
- 3) Completion of a "practice" advance directive document.

The online component includes interactive courses intended to help you learn basic ACP concepts and to come to the course prepared for a more robust classroom experience. Contact hours for the online prerequisite are available through Respecting Choices. Upon completion of the modules, you will be able to download a contact hour certificate.

### To Register:

Complete this registration form and mail with your check made out to CQEC to:

**Kendra Belfi, MD**  
Coalition for Quality End-of-Life Care  
3801 Westcliff Rd S  
Fort Worth, TX 76109  
For questions you may call me at  
817-923-2450  
Or email us at: [info@coalitionqec.org](mailto:info@coalitionqec.org)

**Registration Fee: \$325**

**Registration Deadline: August 15, 2017**

**If you are registering between August 1 and August 15th—please call or email Kendra Belfi to be certain there are still seats available for the training.**

*A limited number of partial scholarships are available. For more information, see form on the CQEC website ([www.coalitionqec.org](http://www.coalitionqec.org)) and apply at least 30 days prior to the course.*

*CEs for nurses and social workers are available for the on-line portion of the course.*

*Please notify us by email if you have special dietary requirements.*

### **Attendee Information:**

<b>Full Name</b> (type or print)		<b>Profession</b>
<b>Employed by</b>		
<b>Work Address</b> (street, mail station, city/ST/ZIP)		
<b>Home Address</b> (street, city/ST/ZIP)		
<b>Home Phone</b>		<b>Email</b>

---

### **Pre-Course Assignment**

1. Complete Respecting Choices **First Steps® ACP Facilitator Online Core Curriculum**
2. Complete “practice” **Advance Directive document**; submit to Instructor for review (this will be returned to participant)
3. Attempt to have an ACP conversation with a loved one or close friend. You will be asked to share what you learned from this **personal exercise**

---

### **Agenda**

8:00 am	Introductions and Welcome
8:30	Review of First Steps ACP Facilitation Skills
9:30	<i>Break</i>
9:45	Practice Role-Play Activity
10:30	Review of ACP Facilitation Skills
11:30	Practice Role-Play Activity
12:15 pm	Debrief: What skills did you learn?
12:30	<i>Lunch</i>
1:15	The Personal Engagement Activity
1:30	Create Strategies to Communicate the Plan
2:15	<i>Break</i>
2:30	Making ACP Work: What the Facilitator Needs to Know
3:00	Final Competency Role Plays
4:00	Summary/Evaluation
4:30	<i>Adjourn</i>

The term “certification,” as used in Respecting Choices® educational programs and products means that Gundersen Health System issues a certificate upon fulfillment of the following elements:

- 1) completion of a specified Respecting Choices educational program with standardized content and processes;
- 2) successful demonstration of skills associated with the specified program; and
- 3) if applicable, an 80 percent or higher score on a written examination associated with the specified program.

The Respecting Choices certification programs are not credentialed by a national accreditation body.