**Need to Facilitate Advance Care**

###### Planning Discussions?

**CQEC \*Coalition for Quality End-of-life Care\* is proud to offer 1st Steps Advance Care Planning Facilitator Training.**

**Respecting Choices® First Steps is a comprehensive Advance Care Planning Course…**

The course has two parts. Part I is an on-line   
Advance Care Planning course with six modules.   
Part II is a one-day classroom course. You must complete both parts and the required work to become certified as a First Steps Advance Care Planning Facilitator.

When you register for this course, you will be sent a letter providing complete instructions for accessing the on-line modules and requirements for attending Part II (classroom course) on August 28th. At the completion of the six on-line modules, you will be able to print a certificate of completion. This certificate is a pre-requisite to attend Part II and must be presented to the classroom Instructor. The letter will also describe the additional exercises you will be asked to complete as you take the on-line course, to include completing a written advance directive that will be sent to you and engaging in an advance care planning discussion with someone close to you.

Please register at least one month before attending Part II so you have enough time to complete the on-line modules. Each module takes one to two hours to complete, including time to read the on-line text. You may start and stop at any point as you complete each module. These six on-line modules are approved for **9.4** contact hours for nurses and social workers.

#### Objectives for the in-class course

• Demonstrate skills to facilitate basic advance care planning discussions;

• Demonstrate skills to explore the advance care planning needs of individuals with chronic, progressive illness, and those in long-term care;

• Create a written plan that complies with local/regulatory requirements;

• Learn strategies to engage others in understanding the importance of advance care planning and advance directives;

• Understand the local system, practices and materials to assist with advance care planning and advance directives.

#### Who can participate?

Healthcare professionals, clergy, attorneys and others who assist individuals in advance care planning and completion of advance directives.

#### Tuition

$300.000 per person

(includes on-line course, classroom course, course materials, lunch and breaks)

#### Social Work Credits

Social workers and chaplains participating in the Respecting Choices® First Steps one day, in-class course, will receive an additional **7.** continuing education hours.

#### Partial Scholarships Available

A limited number of partial scholarships

are available on a first come first serve basis.

#### For more information

If you have questions or would like more information, please contact

**Tammie Guinn at** **(817)** 992-3741 or email [tammieg@GuinnSeniorCareSolutions.com](mailto:tammieg@GuinnSeniorCareSolutions.com)

Advance Care Planning Course for Facilitators

**2015 Courses**

Respecting Choices® First Steps

Advance Care Planning Course for Facilitators

P.O. Box 122262

Arlington, Texas 76012



# Advance Care Planning

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Respecting Choices®

First Steps Advance Care Planning

Facilitator Certification  
Parts I and II

**Part I**

**On-line Course**

**(complete prior to classroom course on**

**August 28th)**

**Part II**

**Classroom course**

**Friday, August 28, 2015**

**7:30 a.m. – 4:30 p.m.**

# Registration

**Respecting Choices®**

**Advance Care Planning Course   
for Facilitators**

Name:

Title:

Institution/Affiliation:

City:

State/ZIP code:

Work Phone:

Home Phone:

Email:

**Please register me for:**

Friday, August 28, 2015

Register by July 24h to allow time for setting up online course and completing.

**Tuition**

$300.00 per person

Make check payable to **CQEC**.

Mail this registration form and check to:

Tammie Guinn

5725 Overridge Drive

Arlington, TX 76017

817-992-3741 [tammieg@GuinnSeniorCareSolutions.com](mailto:tammieg@GuinnSeniorCareSolutions.com)

 Credit card payments accepted at the CQEC website: [www.coalitionqec.org](http://www.coalitionqec.org).

Confirmation of your reservation and directions to take the on-line course will follow.

### Faculty

**Jerry L. Barker, Jr., MD**

**Radiation Oncologist at Texas Oncology**

#### David Lowe, MA, M.Div., BCC

#### Director of Pastoral Care at Baylor

#### All Saints Medical Centers in Fort Worth

#### 

**Sharon Basham, LMSW**

**Director of Social Services and**

**Admissions at Trinity Terrace**

**Kendra Belfi, MD, CMD, FACP**

**Internist and Geriatrician**

#### All of the speakers are certified as trainers and facilitators for Respecting Choices.

#### Location of all day course:

**James L. West Center**

**1111 Summit**

**Fort Worth, TX**

This program is presented by **CQEC**.

**Limited Space Available**

**Agenda**

**7:30 a.m.** Check in, coffee and pastries Introductions/Overview

##### Agenda

**8:30 a.m.** Review of First Steps (On-Line Modules 1 & 2)

**9:30 a.m.** Break

**9:45 a.m.** Review of ACP Facilitation Skills (On-Line Modules 4 & 5)

**10:45 a.m.** Practice Role-Play Exercises:   
Work in Groups of 4

**11:45 a.m.** Debriefing

**12:00 p.m.** Lunch

**12:45 p.m.** The Personal Connection

**1:15 p.m.** Creating an Advance Directive (On-Line Module 3)

**2:00 p.m.** Community Engagement

**2:30 p.m.** Break

**2:45 p.m.** Making Advance Care Planning   
Work: Building Systems   
(On-Line Module 6)

Strategies to Educate Health Professionals and the Community

**3:15 p.m.** Competency Validation Role-Play  
Exercise

**4:15 p.m.** Summary/Evaluation

**4:30 p.m**. Adjourn