

# First Steps<sup>®</sup> ACP Facilitator Certification

Thursday, September 13, 2018

7:30AM-4:30 PM



Respecting Choices<sup>®</sup> First Steps<sup>®</sup> Advance Care Plan (ACP) Facilitator Certification is designed for professionals such as social workers, nurses, clergy, physicians, and others involved in assisting individuals making end-of-life treatment decisions.

**Purpose:** To improve the effectiveness of the First Steps<sup>®</sup> 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.

<http://makingchoicesmichigan.org/resources/documents>

The online component includes interactive courses intended to help you learn basic ACP concepts, allowing you 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:

**Making Choices Michigan**  
Attn: Meagan Zoodsma  
770 Kenmoor Ave SE, Suite 101  
Grand Rapids, MI 49546  
616-421-4840  
mzoodsma@makingchoicesmichigan.org

**Registration Fee: \$210**

**Payment: PayPal, or check payable to:  
Making Choices Michigan**

**Registration Deadline: September 3, 2018**

**Complete this registration form and return by email, or mail.**

**Attendee Information**

<b>Full Name</b> (type or print)		<b>Credentials</b>
<b>Employer &amp; Position</b>		
<b>Work Address</b> (street, mail station, city/ST/ZIP)		
<b>Work email/Home email</b>		
<b>Work Phone/Home phone</b>		

Registration confirmation and on-line course directions will follow.

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**Pre-Course Assignment**

1. Complete Respecting Choices **First Steps® ACP Facilitator Online Core Curriculum**. Note: There are FOUR online modules in the curriculum. **You must complete all 4 modules** to be eligible to participate in the all-day classroom experience.
2. Complete "practice" **Advance Directive document**; submit to Instructor for review (this will be returned to participant). The Making Choices Michigan Advance Directive document is available at <http://makingchoicesmichigan.org/documents/> Scroll to bottom of page for downloadable form in English or Spanish.
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**.

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**Agenda**

7:30am	Registration and light breakfast
8:00	Introductions and Welcome
8:30	Review of First Step 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 (provided)</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
4:30	Summary/Evaluation/ <i>Adjourn</i>

**Location:** Making Choices Michigan (inside BDO building on east side of road)  
770 Kenmoor Ave SE, Suite 101, Grand Rapids, MI 49546

**Instructors:**

**Rose Seavolt** BSN, RN, CCP. Certified First, Next, & Last Step® facilitator and Next Step Organizational Faculty

**Nicky Lewis**, LMSW. Mercy Health Saint Mary's Advance Care Planning Coordinator

**Course Fee:** includes online course materials, manual, light breakfast, catered lunch and refreshments.

**Continuing Education Credits:** This course has been approved for 7 CEU's (Nursing) and 6.5 CE credit (Social Work).

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.