First Steps ACP Facilitator Certification

# 7.0 or 8.0-hour course

PRE-COURSE REQUIREMENTS

1. Complete Respecting Choices **First Steps® ACP Facilitator Online Core Curriculum (modules 1 - 4).**
2. Complete **Personal Engagement Activity**.

**Purpose:** To gain an understanding of common reactions that people have regarding advance care planning (ACP)

**Instructions: Attempt to have a conversation with a loved one or close friend. Ask this person the following questions:**

* What is your understanding of advance care planning?
* What type of advance care planning have you done, if any?
* What fears or concerns do you have about this type of planning?

**You will be asked to share in class what you learned.**

1. Review the attached **Advance Directive document**.

**Purpose:** To increase awareness and understanding of the advance directive document used in your organization and community.

# Agenda

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| **8:00 am** | ***Registration*** |
| **8:30 am** | **Welcome and Overview*** Welcome
* Introduction of Faculty/Instructors and participants
	+ Optional warm-up activity
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|  | * Overview of Honoring Choices Pacific Northwest and Respecting Choices
* Overview of learning outcomes and materials
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| **9:00** | **The Personal Engagement Activity*** **What did you learn when attempting to have an ACP conversation?**
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| **9:15** | **First Steps ACP Conversation Guide (for adults who have not started, or engaged in, a planning process)—Facilitation Skills*** Communication Skills card (RC 0046) and additional techniques

**First Steps ACP Conversation Guide (RC 1143): Healthcare agent not present** * Video: *First Steps ACP Introduction (7 minutes)*
	+ Group debrief: What skills did you observe?
* First Steps ACP Introduction Guide (RC 1132)
 |
| **9:45** | ***Break*** |
| **10:00****11:00** | **First Steps ACP Conversation Guide (RC 1143): Healthcare agent present*** **Video: *Conversation with Individual and Agent: Exploration (19 minutes)***
	+ **Group debrief: What skills did you observe?**
* **Video: *Conversation with Individual and Agent: Goals of Care* (*8 minutes*)**

**Practice Exercise Role-Play 1 *(work in groups of three)**** First Steps ACP Conversation Guide
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| **11:45** | **Group debrief:** What skills did you learn? |
| **11:50** | **First Steps ACP Conversation Guide: Adults with Chronic Illness (for adults who have not started, or engaged in, a planning process)—Facilitation Skills*** First Steps ACP Conversation Guide: Adults with Chronic Illness (RC 1145)
* What’s different?
* Video: *First Steps ACP for Adults with Chronic Illness (14 minutes)*
	+ Exploring understanding of illness, experiences, and living well
	+ Group debrief: What skills did you observe?
 |
| **12:30 pm** | ***Lunch*** |
| **1:00** | **Practice Exercise Role-Play 2 *(work in groups of three)**** First Steps ACP Conversation Guide: Adults with Chronic Illness
	+ Exploring understanding of illness, experiences, and living well
	+ Exploring goals for severe, permanent brain injury
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|  | **Group debrief:** What skills did you learn? |
| **1:45** | **First Steps ACP Conversation Guide: The CPR Conversation*** A person-centered approach to making treatment decisions: The Decision-Making Framework
* Video: *First Steps ACP for Adults with Chronic Illness*: *The CPR Conversation (6 minutes)*
* Review of CPR conversation: First Steps ACP Conversation Guide for Adults with Chronic Illness
 |
| **2:15** | ***Break*** |
| **2:30** | **Practice Exercise Role-Play 3** *(work in pairs)** CPR conversation: First Steps ACP Conversation Guide for Adults with Chronic Illness and CPR Fact Sheet
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|  | **Group debrief:** What questions are common?* Facilitator Handbook to First Steps ACP Conversations (RC 1140)
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| **3:00** | **Summary of the First Steps Conversation―Promise #5: Honoring Preferences and Decisions*** The role of the Facilitator in transferring individual goals, values, and preferences to a written plan
* Common problems with written plans
* Video:***Conversation with Individual and Agent: Summary (6 minutes)—****Translating Individual Preferences into a Written Plan*
* Matthew’s advance directive sample statement
* **Art’s final chapter**
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| **3:20** | **Summary: *7-hour course**** Creating a plan to improve your skills and achieve certification
* Organizational plan for practice and support
* Video: *The Value of the ACP Conversation* (optional video)
* “Making a Difference” handout
 |
| **3:30****3:20****4:20****4:30** | **Adjourn: *7-hour course*****Final Competency Role-Play: *8-hour course (work in groups of four, 15 minutes/Facilitator)*****Summary: *8-hour course*****Adjourn: *8-hour course*** |