FIRST Steps ACP Facilitator Certification

7.0 or 8.0-hour VIRTUAL course Agenda **(COVID-19)**

Pre-Course requirements

1. Complete Respecting Choices **First Steps® ACP Facilitator Online Core Curriculum (modules 1–4).**
2. Read through the following at least once before class *(click* [*here*](https://respectingchoices.box.com/s/yqjihlvtcqeimgjg3wpqcdjmzddw0j2d) *for electronic files)*:

* **First Steps ACP Conversation Guide: Meeting with individual and agent, if present (RC 1143)**
* **Information Card for Healthcare Agent (MC520-E)** or the document distributed by your organization/Instructor
* **CPR Fact Sheet (RC MC750-E)** or the document distributed by your organization/Instructor
* **Proactive Care Planning for COVID-19 materials** *(electronic files available at above link or via* [*https://respectingchoices.org/covid-19-resources/*](https://respectingchoices.org/covid-19-resources/)*)*
  + **Proactive Care Planning Conversation for COVID-19 *(To Be Used By Clinicians)***
  + **Scheduling Proactive Care Planning for COVID-19 *(To Be Used By Any Team Member)***
  + **Proactive Care Planning for COVID-19: A Guide for High-Risk Adults**

1. Review before class *(click* [*here*](https://respectingchoices.box.com/s/dnvlhd8xl0u1pti6fm523fwpegpmhwmg) *for electronic file)*:
   * **Facilitator Handbook to First Steps ACP Conversation (RC 1140)**
2. View the ***First Steps Conversation Chapter 1: Exploration*** (19 minutes) video *(click* [*here*](https://youtu.be/KVQ1xQvitBo) *for YouTube link).*
3. 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 **Advance Directive document** appropriate for your organization/community (or distributed by your ACP team).

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

Agenda

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| **7:45am** | ***Check environment and assure equipment and virtual connection*** |
| **8:00 am** | **Welcome and Overview**   * Welcome * Introduction of Faculty/Instructors and participants   + Optional warm-up activity |
|  | * Overview of Respecting Choices * Overview of learning outcomes and materials |
| **8:30** | **The Personal Engagement Activity**   * **What did you learn when attempting to have an ACP conversation?** |
| **8:45** | **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**   * ACP Introduction Guide (RC 0036) * Video: *First Steps ACP Introduction (7 minutes)*   + Group debrief: What skills did you observe? |
| **9:15** | ***Break*** |
| **9:30** | **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*)** |
| **10:30** | **Practice Exercise Role-Play 1 *(work in groups of three)***   * First Steps ACP Conversation Guide |
| **11:15** | **Group debrief:** What skills did you learn? |
| **11:20** | **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? |
| **12:00 pm** | ***Lunch*** |
| **12:30** | **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 |
|  | **Group debrief:** What skills did you learn? |
| **1:15** | **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 |
| **1:45** | ***Break*** |
| **2:00** | **Practice Exercise Role-Play 3** *(work in pairs)*   * CPR conversation: First Steps ACP Conversation Guide for Adults with Chronic Illness and CPR Fact Sheet |
|  | **Group debrief:** What questions are common?   * Facilitator Handbook to First Steps ACP Conversations (RC 1140) |
| **2:30** | **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 * Matthew’s advance directive sample statement * Video: *Conversation with Individual and Agent: Summary (6 minutes)—Translating Individual Preferences into a Written Plan* * **Art’s final chapter** |
| **2:50** | * **Review Proactive Care Planning COVID-19 toolkit** * ***Optional activity:* Instructor-led role-play demonstration using a *Proactive Care Planning Conversation for COVID-19*** |
| **3:00** | ***7-Hour Course:* Summary**   * 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” (RC 0033) |
| **3:15** | ***7-Hour Course:* Adjourn** |
| **3:00** | ***8-Hour Course:* Final Competency Role-Play *(work in groups of four, 15 minutes/Facilitator)***  ***(Note to Instructor: If deferring final competency role-play to post-course activity, may use this time for class participants to practice using the Proactive Care Planning conversation materials)*** |
| **4:00** | ***8-Hour Course:* Summary**   * Creating a plan to improve your skills and maintain certification * Organizational plan for practice and support * Video: *The Value of the ACP Conversation* (optional video) * “Making a Difference” (RC 0033) |
| **4:15** | ***8-Hour Course:* Adjourn** |