Preparing to Teach a FIRST STEPS® ACP Facilitator Certification COurse

10 Steps

A variety of decisions must be made regarding course organization, preparation, and presentation when planning for a Respecting Choices® (RC) First Steps® (FS) ACP Facilitator Certification course through Honoring Choices Pacific Northwest (HCPNW). Good planning sets the stage for a more rewarding experience for participants and less stress for Instructors. The following information will assist you in your preparation.

# Preparing to Teach: 10 Steps Overview

1. **Determine the Type of Audience**
2. **Decide if Continuing Education (CE) Credits will be Awarded**
3. **Structure the Course**
4. **Select the Course Date and Additional Instructors/Staff (as needed)**
5. Submit a HCPNW RC FS Facilitator Course Request Form to HCPNW
6. Purchase Online Seats (if needed)
7. **Make Facility Arrangements**
8. **Prepare Participants and Monitor Progress**
9. **Prepare Course Materials**
10. **Review All Documents in the** [HCPNW Learning Management System (LMS)](https://www.honoringchoicespnw.org/login/) **course titled** ***INSTRUCTOR: Leading a Respecting Choices First Steps Facilitator Course*. (If you are logged into the LMS, you can click** [here](https://www.honoringchoicespnw.org/courses/instrguide-rc-fs-fac-course/) **to be directly taken to the webpage.)**

# 10 StepS to prepare for the First Steps ACP FAcilitator Certification course

**Note:** The *Preparing to Teach a First Steps ACP Facilitator Certification Course* webinar and referenced documents are included HCPNW LMS course titled *Instructor Guide: Respecting Choices First Steps Facilitator Course.*

1. ***Determine the Type of Audience***

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| **RC #** | **DOCUMENT TITLE** | **HCPNW LMS Location** |
| **0035** | **Selection of ACP Facilitators** | **5.0 Supplemental Materials** |
| **0059** | **ACP Facilitator Agreement of Understanding** | **5.0 Supplemental Materials** |

As you design your ACP program implementation, be intentional in the selection of participants to attend the First Steps ACP Facilitator Certification course. Ask, “Who has been identified to provide facilitation in your program?” and “Are these individuals supported by their supervisors?” Please refer to *RC 0035* and *RC 0059* for more information.

While there is flexibility in the number of participants for the Facilitator classroom course, you may consider limiting attendance to 24 people in order to allow for effective group interaction, practice of facilitation skills, and competency demonstration. A minimum of four participants is recommended to allow for group learning and interaction.

*NOTE REGARDING AUDITORS:*Auditors may attend the course as observers (rather than active participants). For questions, they may talk with the Instructor during breaks or lunch. Instructors may allow auditors to participate in role-play activities as standardized role-players (not Facilitators). ***They may also be given an agenda and PowerPoint handout but are not to receive the ACP Conversation Guides.***

1. Decide if Continuing Education (CE) Credits will be Awarded

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| **RC #** | **DOCUMENT TITLE** | **HCPNW LMS Location** |
| **1223** | **Sample of Information Needed for CE Credit Application** | **5.0 Supplemental Materials** |

RC cannot offer CE credits for courses taught by anyone other than RC Faculty. If you would like to apply for CE credits for a course that you will teach, see *RC 1223* and/or *HCPNW Sample CME Language*. These documents can assist you in completing your CE credit application for the Facilitator Certification course. You may not change the learning outcomes but may customize the education by making appropriate additions (e.g., state advance directive document, policies and procedures, educational materials and documents, and implementation strategies). Your Planning Committee for the CE credit application would include lead individuals and certified RC Instructors from your community/organization, not RC or HCPNW Faculty and staff. Respecting Choices does, however, offer social work credit and nursing contact hours for the First Steps® ACP Facilitator Online Core Curriculum. Continuing Medical Education (CME) credit is also available, for an additional charge, for the First Steps ACP Facilitator Online Curriculum.

1. Structure the Course

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| **RC #** | **DOCUMENT TITLE** | **HCPNW LMS Location** |
| **1101** | **FS ACP Facilitator Certification Course Agenda** | **2.0 Instructor Documents and 4.0 Course Materials Folder > 4.0a Left Side - Information** |

There are several options for providing the First Steps ACP Facilitator Certification course. Decide on the best option for your audience and modify *RC 1101*, accordingly. Whatever option you choose, completion of the First Steps ACP Facilitator Online Curriculum must be included, and all course content must be provided, including the final competency validation to award certification. Options include:

* Seven-hour course agenda, which defers the final competency role-play validation to allow time for skill development through practice sessions before certification;
* Eight-hour course agenda, which includes final competency role-play validation for certification; or
* A gradual, extended course for completion over time, interspersed with the online curriculum, classroom components, and practice sessions. This option is suitable if you have ongoing relationships and consistent contact with your course participants, such as with employees within a department or specialty group, students, or volunteers, and have mentoring opportunities for ongoing skill development.

**NOTE: All options must include the pre-course requirement: First Steps ACP Facilitator Online Curriculum, modules 1 – 4, for First Steps ACP.**

1. Select the Course Date and Additional Instructors/Staff (as needed)

**It is recommended you allow at least 6 to 8 weeks for preparation when selecting a course date. Team teaching with other Instructors is recommended. You may also choose to have experienced Facilitators assist with role-play participation and/or observation. Determine if support staff will be needed to assist with logistics on the day of the course.**

1. Submit HCPNW RC FS Facilitator Course Request Form

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| **RC #** | **DOCUMENT TITLE** | **HCPNW LMS Location** |
| **n/a** | **HCPNW RC FS Facilitator Course Request Form** | **2.0 Instructor Documents** |

An Instructor Course Request must be submitted for each Facilitator course you offer and should include the names of any Instructors co-teaching the course. See the Preparing to Teach a First Steps ACP Facilitator Certification Course webinar and HCPNW RC FS Facilitator Course Request Form for details.

1. Purchase Online Seats for FS Facilitator Course Curriculum (if needed)

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| **RC #** | **DOCUMENT TITLE** | **HCPNW LMS Location** |
| **N/A** | ***HCPNW RC FS Facilitator Course Request Instructions*** | **2.0 Instructor Documents** |

Instructors are responsible for ensuring that each participant is registered for the course and given access to the required FS Facilitator Online Curriculum (modules 1 – 4). This task may be delegated to another individual.

HCPNW will cover online training costs for organizations leading RC FS Facilitator Certification courses in Washington State. If your organization or training is outside Washington, contact HCPNW to determine whether HCPNW or your organization will cover the cost of online seats. If your organization owns the costs, HCPNW will bill for the total purchasing costs. Regardless, HCPNW will partner with you in emailing participants requirements and monitoring progress.

In either case, instructions for how participants register and access the online learning can be found at [www.learnrc.org](http://www.learnrc.org). Participants will need an access code for the online training. HCPNW can assist with questions as needed.

1. Make Facility Arrangements

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| **RC #** | **DOCUMENT TITLE** | **HCPNW LMS Location** |
| **0078** | **Instructor Guide: Facilitator Certification Course Set Up** | **2.0 Instructor Documents** |

See *RC 0078* **for recommendations for classroom setup and equipment.**

1. Prepare Participants and Monitor Progress

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| **RC #** | **DOCUMENT TITLE** | **HCPNW LMS Location** |
| **1201** | **Prep Email to Facilitator Course Participants** | **2.0 Instructor Documents** |

*If HCPNW is covering the online module costs, we will own this process and keep you informed of the progress and status of attendee*

* **Prepare participants.**

Four to six weeks prior to the course, email *RC 1201* to the Facilitator course participants. Customize this email as needed. Thisemail describes the expectations for completing theFS **ACP Facilitator Online Curriculum** and other pre-course requirements. Include with this email:

* + Instructions and access code for accessing the online modules sent by RC
	+ Course agenda
	+ A copy of the HCPNW advance directive (AD) document or a version recommended/used by your organization or community
	+ Facilitator course participants are expected to review the advance directive document prior to the course.
	+ Any additional pre-course assignments or supplemental materials you decide to include
		- For examples see Step 9.
	+ **Monitor progress.**

Monitor your participants’ progress on the FS ACP Facilitator Online Curriculum.

Approximately one month after RC confirms your Instructor certification, you will be given administrative access to [www.learnrc.org](http://www.learnrc.org), an Admin ID (a separate login from the one used for accessing the modules), and instructions on how to track participant progress and online seat usage.

It is recommended that you send group or individual notifications each week to remind participants to complete the pre-course requirements. If participants are unable to complete the pre-course requirements prior to the course, they should reschedule for a future course offering.

1. Prepare Course Materials

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| **RC #** | **DOCUMENT TITLE** | **HCPNW LMS Location** |
| **0010** | **Copyright Restrictions and Disclaimers** | **1.0 Copyright** |

The HCPNW LMS course titled *Instructor Guide: Respecting Choices First Steps Facilitator Course* contains a complete set of materials needed to conduct the FS ACP Facilitator Certification course. Upon final FS Instructor certification, you will receive permission to view the Instructor portion of the HCPNW LMS. You may print materials from the LMS. RC does sell course materials at <https://respectingchoices.dcopy.net/product/fs-acp-faciliator-certification>, although they are not always current with HCPNW processes or documents.

Additionally, plan to provide specific materials that apply to your organization or community practices. For example:

* Information on advance directive state statutes and local/regulatory requirements for completing the advance directive document
	+ It is recommended that you develop a handout that describes the minimum requirements for completing an AD document in your region.
* Organizational policies on, for example, advance directives and out-of-hospital DNR
* Community educational materials for assistance with advance care planning (AD document, brochures, DVDs, etc.)
* Selected articles

*NOTE:* **Refer to *RC 0010* before duplicating any First Steps ACP Facilitator Certification course documents.**

1. Review All Documents in the Instructor Notes Folder

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| **RC #** | **DOCUMENT TITLE** | **HCPNW LMS Location** |
| **1213** | **Instructor’s Guide to Agenda: 8-Hour Session** | **2.0 Instructor Documents** |
| **1100** | **FS Facilitator Course PowerPoint** | **3.0 Presentation Materials** |
| **1216** | **Following a First Steps ACP Facilitator Certification Course 5 Steps** | **2.0 Instructor Documents** |

**Gentle Reminder: Send documents to HCPNW after the course**

Within two weeks after the course, submit a copy of the completed HCPNW RC FS Facilitator Course Sign-In Form along with the Role-Play evaluation sheets to:

(hardcopies)

**Honoring Choices Pacific Northwest**

**999 Third Avenue Suite 1400**

**Seattle WA 98104-4041**

**or**

(scanned copies)

**Email: info@honoringchoicespnw.org**

Remember to keep a copy of the sign-in sheet for each course with your *Instructor Activity Recordkeeping Tool* (RC 0068) for maintenance of your Instructor Certification (detailed further in Item 5 below).

One best practice is to schedule observation sessions with each new facilitator in order to finalize certification; this observation can be either real or role-play First Steps conversation. We have created a process and observation form to assist with this robust approach. Please connect with us for more information.