

## AGENDA FOR FIRST STEPS® ACP INTENSIVE COURSE

### *For Facilitator Candidates to be Certified in First Steps ACP*

The purpose of this course is to assist participants in applying effective communication skills and critical thinking for person-centered ACP facilitation with individuals who are healthy or have early chronic illness.

To achieve ACP Facilitator certification in First Steps, participants must complete the following:

- Full participation in the Respecting Choices First Steps ACP Facilitator Certification course
- Role-play validation to demonstrate ACP communication skills and critical thinking for facilitating ACP conversations

#### **Precourse Requirements/Activities**

1. Complete Respecting Choices ACP Core Component Course for Facilitator Certification.
2. Complete Respecting Choices Online ACP Facilitator Curriculum (*modules 1–4 for First Steps*).
3. Read through the following:
  - First Steps ACP Conversation Guide: Adults with Chronic Illness (RC 1145)
  - HCPNW CPR Guide
4. Review the Advance Directive document (appropriate for your organization/community or distributed by ACP Instructor).

<b>Welcome and Program Overview of First Steps ACP</b>	<b>20 minutes</b>
<ul style="list-style-type: none"> <li>• Learning outcomes and materials</li> <li>• Insights from ACP Core Component course and precourse activities</li> <li>• Benefits of First Steps ACP conversations and intended population</li> </ul>	
<b>Eliciting Preferences and Decisions: Goals of Care Phase</b>	<b>30 minutes</b>
<ul style="list-style-type: none"> <li>• Facilitating First Steps goals of care discussions</li> <li>• ACP Conversation Guides and Facilitator Handbook</li> <li>• Explore goals for severe, permanent brain injury</li> <li>• Video: <i>ACP Conversation with Individual (healthy adult) and Healthcare Agent: Goals of Care</i></li> </ul>	
<b>Decision-Making Framework for First Steps ACP Conversations</b>	<b>20 minutes</b>
<ul style="list-style-type: none"> <li>• Video: <i>The CPR Conversation</i></li> <li>• Using HCPNW CPR Guide</li> </ul>	
<b>Break</b>	<b>15 minutes</b>
<b>Role-Play Exercise</b>	<b>45 minutes</b>
<ul style="list-style-type: none"> <li>• Group debrief</li> </ul>	
<b>Documenting Preferences and Decisions of First Steps ACP Conversations</b>	<b>20 minutes</b>
<ul style="list-style-type: none"> <li>• Documentation exercise</li> <li>• Video: <i>ACP Conversation with Individual (healthy adult) and Healthcare Agent: Summary</i></li> <li>• Facilitation of the Summary phase and follow-up activities</li> </ul>	
<b>Achieving and Maintaining First Steps ACP Facilitator Certification</b>	<b>75 minutes</b>
<ul style="list-style-type: none"> <li>• First Steps ACP Competency Role-Play</li> <li>• Make a commitment to improve your skills and maintain certification</li> </ul>	
<b>Adjourn</b>	<b>TOTAL: 3.75 HOURS</b>