

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

**Friday, August 24, 2018 ♦ 8 AM to 4:30 PM**  
**James L. West Alzheimer's Ctr.**  
**Education Room, [1111 Summit Ave](#), Fort Worth, TX**



Respecting Choices<sup>®</sup> First Steps<sup>®</sup> ACP Facilitator Certification is designed for professionals such as social workers, nurses, clergy, physicians, and others involved in assisting patients and residents in 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.

The online component includes interactive courses intended to help you learn basic ACP concepts and 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:**

Complete this registration form and email, fax, or mail to:

**Kendra Belfi, MD**  
**Coalition for Quality End-of-Life Care**  
**PO Box 12424**  
**Fort Worth, TX 76110**  
**817-247-1776**  
**[kjbelfi@gmail.com](mailto:kjbelfi@gmail.com)**

**Registration Fee:                   \$325**  
**Registration Deadline:       August 1, 2018**

**Attendee Information**

<b>Full Name:</b> (type or print)	<b>Profession:</b>
<b>Employer:</b>	
<b>Work Address:</b> (street, mail station, city/ST/ZIP)	
<b>Home Address:</b> (street, city/ST/ZIP)	
<b>Home Phone:</b>	<b>Email:</b>

**List any Dietary restrictions:**

## First Steps® ACP Facilitator Certification

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### Pre-Course Assignment

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1. Complete Respecting Choices **First Steps® ACP Facilitator Online Core Curriculum**. **Your tuition covers cost.**
2. Complete “practice” **Advance Directive document**; submit to Instructor for review (this will be returned to participant).
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**.

### Agenda

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8:00 am	Introductions and Welcome
8:30	Review of First Steps 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
4:00	Summary/Evaluation
4:30	<i>Adjourn</i>

*Only the first four online modules are required prior to taking the First Steps in-person day. For those modules, 6.25 CEs will be awarded by Respecting Choices (You will need to print out your certificates as you complete each module)*

*If all 5 online modules are completed, 8 CEs will be awarded by Respecting Choices.*

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.

The Respecting Choices certification programs are not credentialed by a national accreditation body.

**TODAY'S PROGRAM WAS UNDERWRITTEN BY THE TEXAS BAR FOUNDATION WITH A GRANT TO HELP ACP PLANNING FOR THE “AT RISK” POPULATION.** Since its inception in 1965, the **Texas Bar Foundation** has awarded more than \$18 million in grants to law-related programs. Supported by members of the State Bar of Texas, the Texas Bar Foundation is the **largest charitably-funded bar foundation**.