

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

Wednesday, January 30, 2019  
Harbor Hospice I Michigan, MI



Respecting Choices<sup>®</sup> First Steps<sup>®</sup> ACP Facilitator Certification is designed for professionals and healthcare providers (social workers, nurses, health educators, and physicians), clergy, and others involved in providing advance care planning (ACP) facilitation.

## ***Purpose***

To assist participants in learning effective communication and conversation skills for person-centered ACP facilitation.

## ***Learning Outcomes***

At the end of this course, the participant will be able to:

1. Identify communication skills for facilitating First Steps ACP conversations.
2. Create strategies to transfer individual goals, values, and preferences to the written plan.
3. Demonstrate beginning competency in facilitating First Steps ACP conversations through role-play activities.
4. Become certified as a First Steps ACP Facilitator through final competency role-play demonstration.

## ***Pre-Course Requirements***

1. First Steps ACP Facilitator Online Core Curriculum, modules 1–4\*
2. Personal Engagement Activity: Attempt to have a conversation with a loved one or close friend
3. Review and complete “practice” advance directive document” <https://makingchoicesmichigan.org/documents/>

\* 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:

**Making Choices Michigan**  
**Attn: Meagan Zoodsma**  
**770 Kenmoor Avenue SE, Suite 101, Grand Rapids, MI 494546**  
**P: (616) 421-4840 | F: (616) 805-4457**  
**mzoodsma@makingchoicesmichigan.org**

**Registration Fee: \$210.00**

**Registration Deadline: Friday, January 18, 2019**

## ***Attendee Information***

<b>Full Name</b> (type or print)			<b>Profession</b>
<b>Employed by</b>			
<b>Work Address</b> (street, mail station, city/state/zip)			
<b>Home Address</b> (street, city/state/zip)			
<b>Primary Phone</b>		<b>Email</b>	

## **Pre-Course Assignment**

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?
3. Review and complete “practice” advance directive document” <https://makingchoicesmichigan.org/documents/>  
**Purpose:** To increase awareness and understanding of the advance directive used in your organization/community

## Agenda

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8:00 am	<i>Registration</i>
8:30	Welcome and Overview
9:00	The Personal Engagement Activity
9:15	First Steps ACP Conversation Guide (for adults who have not started, or engaged in, a planning process)—Facilitation Skills
9:45	<i>Break</i>
10:00	First Steps ACP Conversation Guide (RC 1143): Healthcare agent present
11:00	Practice Exercise Role-Play 1 ( <i>work in groups of three</i> )
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
12:30 pm	<i>Lunch</i>
1:00	Practice Exercise Role-Play 2 ( <i>work in groups of three</i> )
1:45	First Steps ACP Conversation Guide: The CPR Conversation
2:15	<i>Break</i>
2:30	Practice Exercise Role-Play 3 ( <i>work in pairs</i> )
3:00	Summary of the First Steps Conversation—Promise #5: Honoring Preferences and Decisions
3:20	Final Competency Role-Play ( <i>work in groups of four, 15 minutes/Facilitator</i> )
4:20	Summary
4:30	Adjourn

**Location:** Harbor Hospice  
 1050 West Western Avenue, Muskegon, MI 49441

**Instructors:**

**Rose Seavolt** BSN, RN, CCP. Certified First, Next, & Last Step® facilitator and Next Step Organizational Faculty  
**Carol Robinson** DNP, RN, CHPN. Community Coordinator, Making Choices Michigan

**Continuing Education Credits:** This course has been approved for 7 CEU's (Nursing) and 6.5 CE credit (Social Work).

Respecting Choices® is a division of C-TAC Innovations. The term “certification,” as used in Respecting Choices educational programs and products means that Respecting Choices 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.