



Respecting Choices[®] Training Programs
**First Steps[®] & Last Steps[®] Advance
Care Planning Facilitator
Certification**

OFFERED THROUGHOUT EASTERN NORTH CAROLINA

May 3, 2017 and May 31, 2017

Vidant Roanoke Chowan Hospital
500 South Academy Street
Ahoskie, NC 27910

September 26, 2017 and November 7, 2017

Vidant Beaufort Hospital
628 East 12th Street
Washington, NC 27889

June 9, 2017 and June 30, 2017

The Education Center at Eastern AHEC
2600 West Arlington Boulevard
Greenville, NC 27835

October 4, 2017 and November 15, 2017

The Education Center at Eastern AHEC
2600 West Arlington Boulevard
Greenville, NC 27835

Jointly Provided by: Eastern AHEC Department of Nursing and Allied Health & Vidant Health



DESCRIPTION

Respecting Choices® First Steps® and Last Steps® Advance Care Planning (ACP) Facilitator Certification focuses on the skills needed to facilitate foundational advance care planning discussion with any adult and assisting those with serious illness or frailty in making treatment decisions based on their goals of care. Through small groups, role-playing with group debriefing, storytelling, and self-reflection, participants will hone their interview skills when meeting with the individual or with the individual and agent. Initiation and completion of North Carolina's Medical Orders for Scope of Treatment (MOST form) will be addressed.

After completion of **First Steps® and Last Steps®**, participants should have basic knowledge of advance care planning (ACP) concepts, be able to utilize skills learned to facilitate discussions on ACP with patients at different stages of health and in different venues of care and create strategies to communicate the ACP plan.

Who Should Attend?

- All registered nurses
- Care Managers
- Social Workers
- Health Educators
- Clergy
- Other healthcare professionals who assist in Advance Care Planning

COURSE OBJECTIVES

First Steps® ACP Facilitator Certification

- Identify interview skills for facilitating First Steps® ACP conversations with healthy adults.
- Identify interview skills for facilitating First Steps® ACP conversations with adults with chronic illness.
- Create strategies to communicate the plan, including the completion of an advance directive document.
- Examine the ACP Facilitator's role in implementing three key systems for ACP effectiveness.
- Demonstrate beginning competency in facilitating First Steps® ACP conversations through role-play activities.

Last Steps® ACP Facilitator Certification

- Describe the goals of the Last Steps® ACP program, a POLST Paradigm program
- Identify interview skills for facilitating Last Steps® ACP conversations and demonstrate beginning competency in facilitating Last Steps® ACP conversations through role-play activities
- Identify skills to assist individuals in making informed end-of-life treatment decisions to include CPR, limitations on treatment, and comfort care
- Develop strategies to create a MOST form that accurately reflects an individual's treatment preferences and Identify systems to honor the POLST plan

PREREQUISITES

First Steps® ACP Facilitator Certification

- Complete the Respecting Choices® First Steps® ACP Facilitator Online Core Curriculum. Upon completion of registration, participants will receive a "key" to access the online curriculum. Contact hours for the online prerequisite are available through Respecting Choices®. Upon completion of the five individual modules, you will be able to download a certificate.
- Must complete your own Advance Directive documents (can be downloaded from www.VidantHealth.com/AdvanceCare)
- Have a conversation with someone you know regarding their health care preferences at the end of their life

Last Steps® ACP Facilitator Certification

- Complete the Respecting Choices® First Steps® ACP Facilitator Online Core Curriculum and classroom training.

AGENDA

7:30 – 8:00am

8:00 – 8:15

8:15 – 8:30

8:30 – 9:30

9:30 – 9:45

9:45 - 10:30

10:30- 11:30

11:30 – 12:15pm

12:15 – 12:30

12:30

1:15- 1:30

1:30-2:15

2:15- 2:30

2:30 – 3:00

3:00 - 4:00

4:00-4:30

4:30pm

AGENDA

7:45 – 8:10am

8:10 - 8:15

8:15 – 8:45

8:45 – 9:45

9:45 – 10:00

10:00-10:45

10:45-11:15

11:15 – 12:00pm

12:00 – 12:45

12:45 - 1:30

1:30 – 2:15

2:15-2:30

2:30-3:15

3:15-4:15

4:15-4:30

4:30pm

First Steps®

Registration

Introductions and Welcome

Overview of Course

Review of First Steps® ACP Facilitation Skills

Break

Practice Role-Play Activity

Review of ACP Facilitation Skills

Practice Role-Play Exercises

Debrief: What Skills did you learn?

Lunch on your own

The Personal Engagement Activity

Create Strategies to Communicate the Plan

Break

Making ACP Work: What the Facilitator Needs to Know

Final Competency Role Plays

Summary & Evaluation

Adjourn

Last Steps®

Check-in

Welcome and Introductions

Overview of Course
Last Steps® ACP, a POLST Paradigm Program

Review of Last Steps® ACP Facilitation

Break

Practice Role-Play: Exercise #1

Help Make Informed Treatment Decisions

Practice Role-Play: Exercise #2

Lunch on your own

Help Make Informed Treatment Decisions (continued)

Practice Role-Play: Exercise #3

Break

Making POLST Work: What the Facilitator Needs to Know

Final Competency Role-Play

Summary & Evaluation

Adjourn

FACULTY – FIRST STEPS®

Vicki T. Dougherty, BA

Advance Care Planning Outreach Coordinator
HealthAccess, Vidant Health

Brittany Elks, BS

Community Liaison
Vidant Home Health and Hospice

Veleria Holloway, M.Div.

Chaplain
Vidant Inpatient Hospice

Mary Lou Infinito

Advance Care Planning Outreach Coordinator
HealthAccess, Vidant Health

Ellie Ward, BSN, RN

Community Education and Outreach Coordinator
Vidant Health

FACULTY – LAST STEPS®

Vicki T. Dougherty, BA

Advance Care Planning Outreach Coordinator
HealthAccess, Vidant Health

Mary Lou Infinito

Advance Care Planning Outreach Coordinator
HealthAccess, Vidant Health

Ellie Ward, BSN, RN

Community Education and Outreach Coordinator
Vidant Health

It is not always possible to maintain an environmental temperature that is comfortable for everyone. Please bring a sweater or lightweight jacket.

CREDIT

Credit for the classroom portion of Respecting Choices® First Steps® and Last Steps® Advance Care Planning Facilitator Certification is being provided by Eastern AHEC Department of Nursing and Allied Health.

Nurses

7.0 CNE Contact Hours Respecting Choices® First Steps® Advance Care Planning Facilitator Certification

7.0 CNE Contact Hours Respecting Choices® Last Steps® Advance Care Planning Facilitator Certification

Eastern AHEC Department of Nursing and Allied Health Education is an approved provider of continuing nursing education by the North Carolina Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.

Other Professionals

7.0 Eastern AHEC Contact Hours Respecting Choices® First Steps® Advance Care Planning Facilitator Certification

7.0 Eastern AHEC Contact Hours Respecting Choices® Last Steps® Advance Care Planning Facilitator Certification

Participants must attend the entire course in order to earn contact hour credit. No partial credit will be awarded. To complete the full Respecting Choices® instruction, participants must complete both courses. Verification of participation will be noted by check-in at the start of each day and an initial-out at the conclusion of each day. Certificates will be awarded after the participant completes the evaluation.

DISCLAIMER

The term “certification”, as used in Respecting Choices® educational programs means that Gundersen Health System issues a certificate upon fulfillment of the following elements.

- Completion of the specified Respecting Choices® educational program with standardized content and processes.
- Successful demonstration of skills associated with the specified program.

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

Registration Information

Pre-registration is required to assure space in First Steps® and Last Steps® series.

Registration fee (must be received one week prior to beginning of series) \$135.00
Registration fee received after one week of start of the series \$150.00

The registration fee includes the required online curriculum as well program materials, breaks and credit.

Please register for the first date in one of the cohorts. Upon completion of First Steps®, you will automatically be registered in Last Steps® of that cohort.

Cohort 1 (Ahoskie, NC)

[Click here to register](#) **May 3, 2017**
May 31, 2017

First Steps® ACP Facilitator Certification
Last Steps® ACP Facilitator Certification

Cohort 2 (Greenville, NC)

[Click here to register](#) **June 9, 2017**
June 30, 2017

First Steps® ACP Facilitator Certification
Last Steps® ACP Facilitator Certification

Cohort 3 (Washington, NC)

[Click here to register](#) **September 26, 2017**
November 7, 2017

First Steps® ACP Facilitator Certification
Last Steps® ACP Facilitator Certification

Cohort 4 (Greenville, NC)

[Click here to register](#) **October 4, 2017**
November 15, 2017

First Steps® ACP Facilitator Certification
Last Steps® ACP Facilitator Certification

For further information contact Eastern AHEC at 252-335-4399 or 252-744-5211.

Cancellation

- Since this program requires the purchase of a “key” to access required online content, NO refund will be given for cancellations. However, rescheduling is allowed within one year of program date.

Participants Requiring Special Assistance



Individuals requesting accommodations under the Americans with Disabilities Act (ADA) should contact the Department for Disability Support Services at least one week prior to the event at (252) 737-1016 (V or TTY).

By attending this event, I acknowledge that Eastern AHEC staff and/or their designees including news media may take general (not close-up) photos or videos of this event for marketing/publicity purposes, and I further allow my likeness to be used in this manner. If I do not wish to appear in these photos or videos, I understand that it is my responsibility to notify Eastern AHEC staff so my preference can be met.