



Respecting Choices® Training Programs  
**First Steps® & Advanced Steps**  
Advance Care Planning Facilitator  
Certification

Offered Throughout Eastern North Carolina

**February 4 & 25, 2020**

Eastern AHEC  
2600 W. Arlington Blvd  
Greenville, NC 27834

**October 1 & 22, 2020**

Beaufort County Community College  
5337 US Highway 264 E  
Washington, NC 27889

**May 19 & 28, 2020**

McLendon Hall Rooms 104 and 105  
Elizabeth City State University  
Elizabeth City, NC

Jointly provided by Eastern AHEC Department of Nursing and Allied Health Education and Vidant Health



## Description

### **Respecting Choices® First Steps® and Advanced 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 Advanced 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?

The program is for anyone who has an interest in promoting Advance Care Planning or End-Of-Life Care in the inpatient, outpatient and community settings.

## Course Objectives

### **First Steps® ACP Facilitator Certification**

- Identify communication skills for facilitating First Steps® ACP conversations
- Create strategies to transfer individual goals, values, and preferences to the written plan
- Demonstrate beginning competency in facilitating First Steps® ACP conversations through role-play exercises

### **Advanced Steps ACP Facilitator Certification**

- Describe the goals of Advanced Steps ACP, a POLST Paradigm program
- Identify communication skills for facilitating Advanced Steps ACP conversations
- Identify skills to assist individuals in making informed treatment decisions that include discerning goals for care aligning with specific treatment decisions
- Demonstrate beginning competency in facilitating Advanced Steps ACP conversations through role-play activities
- Become certified as an Advanced Steps ACP Facilitator through final competency role-play demonstration

## REQUIREMENTS - COMPLETE EACH OF THE FOLLOWING PRIOR TO ATTENDING THE PROGRAM:

### **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 **all five** individual modules, participants can download a certificate.
- Complete your own Advanced Directive documents (can be downloaded from [www.VidantHealth.com/AdvancedCare](http://www.VidantHealth.com/AdvancedCare) )
- Have a conversation with someone you know regarding their health care preferences at the end of their life

### **Advanced Steps ACP Facilitator Certification**

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

## Agenda First Steps®

7:30 a.m.	Registration
8:00 a.m.	Program begins
5:00 p.m.	Adjourn

## Agenda Advanced Steps

7:45 a.m.	Check-In
8:10 a.m.	Program begins
5:30 p.m.	Adjourn

## Faculty

### Vicki T. Dougherty, BA

Community Education and Outreach Coordinator  
Vidant Health

### Ellie Ward, BSN, RN

Community Education and Outreach Coordinator  
Vidant Health

### Veleria Holloway, M.Div.

Chaplain  
Vidant Inpatient Hospice

### Mary Lou Infinito

Community Education and Outreach Coordinator  
Vidant Health

## Credit

Credit for the classroom portion of Respecting Choices® First Steps® and Advanced 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
7.5 CNE Contact Hours	Respecting Choices® Advanced Steps Advance Care Planning Facilitator Certification

Eastern AHEC Department of Nursing and Allied Health Education is approved with distinction as an Approved Provider of continuing nursing education by the North Carolina Nurses Association, an accredited approver by the American Nurses Credentialing Centers Commission on Accreditation.

### Other Professionals

7.0 Eastern AHEC Contact Hours	Respecting Choices® First Steps® Advance Care Planning Facilitator Certification
7.5 Eastern AHEC Contact Hours	Respecting Choices® Advanced 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 Advanced Steps series. In order to provide adequate time for completion of the required prerequisites of this course, registration will be CLOSED **two(2) weeks** in advance of First Steps class. Keys will be issued to access the on-line modules at the close of registration.

Registration fee for Vidant Health Team Members - \$25

Registration fee for Non-Vidant Health Team Members - \$185

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

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

[Click here to register](#) for the program. Seating is limited; registrations must be received 2 weeks prior to intended First Steps class. For further information contact Eastern AHEC at 252-744-3087.

Participant contact information (name and email address) will be shared with the program facilitator for First Steps® and Advanced Steps ACP Facilitator Certification to document course completion requirements. Participants will be able to opt out when signing in for the program.

*Attendance at this activity grants permission for Eastern AHEC to use any photographs, audio, video, or other images from this activity for promotional or educational purposes. Please notify an AHEC staff member if you have concerns.*

## Cancellation Policy

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.

## Americans with Disabilities Act



Individuals requesting accommodation under the Americans with Disabilities Act (ADA) should contact the Department of Disability Support Services at (252) 737- 1016 (V/TTY) at least five business days prior to the program.

For further information contact Eastern AHEC at 252-744-3087.

## Past Participant Comments

- *"This class provided the opportunity to discuss a difficult topic in an environment that allowed expansion coupled with probing questions."*
- *"I have more confidence to ask the right questions when talking to patients about advanced care."*
- *"Working in end of life care, the need for society to know more about advance directives is apparent, and this class will enable me to be more proactive in discussing the topic and doing it more easily."*
- *"The instructors were knowledgeable in the course content. It was presented in an easily understood way and I felt comfortable asking questions. I enjoyed the role playing and that is something I'm not comfortable doing most of the time. Also, the instructors had a sense of humor which always lightens the atmosphere. To sum it up, I enjoyed this class better than any class I've ever taken!"*