



**Honoring Choices<sup>®</sup>**  
NORTH DAKOTA



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

**January 25, 2019**

8:00 am – 4:30 pm

First Floor Board Room

Pembina County Memorial Hospital

301 Mountain St E, Cavalier, ND 58220

*90% of people say that talking with their loved ones about end-of-life care is important . . .  
but only 27% have done so*

Respecting Choices® First Steps® ACP Facilitator Certification is designed for social workers, nurses, clergy, physicians and others who assist adults age 18 and older to identify the importance of advance care planning (ACP), reflect on their personal values and beliefs, and communicate their care preferences for when they are unable to do so for themselves.

## Purpose

This training is designed to help participants develop the skills needed to facilitate advance care planning discussions with any adult. There are 6.75 continuing education units/hours for nurses and social workers available for the face-to-face training.

**Note:** The course is not designed for individuals to become advance care planning facilitator instructors.

## 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-laying activities.

## Prerequisites

1. Completion of the First Steps ACP Facilitator Online Core Curriculum (6-8 hours).
2. An attempt at an ACP conversation with a loved one or close friend.
3. Completion of a "practice" health care directive.

The online component includes interactive courses intended to help you learn basic ACP concepts and to be 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.

**Registration Fee – \$250** The registration fee includes the cost of the pre-course modules from Respecting Choices.

## Pre-Course Assignment

1. Complete Respecting Choices® First Steps® ACP Facilitator Online Core Curriculum (requiring 6-8 hours) which will be sent to you via email.
2. Complete “practice” health care 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 friend; you will be asked to share what you learned from this personal exercise.

## Agenda\*

7:30 a.m.	Registration opens
8:00 a.m.	Introductions and Welcome
8:30 a.m.	Review of First Steps ACP Facilitation Skills
9:30 a.m.	Break
9:45 a.m.	Practice Role-Play Activity
10:30 a.m.	Review of ACP Facilitation Skills
11:30 a.m.	Practice Role-Play Activity
12:15 p.m.	Debrief: What skills did you learn?
12:30 p.m.	Lunch
1:15 p.m.	The Personal Engagement Activity
1:30 p.m.	Create Strategies to Communicate the Plan
2:15 p.m.	Break
2:30 p.m.	Making ACP Work: What the Facilitator Needs to Know
3:00 p.m.	Final Competency Role Plays
4:00 p.m.	Summary/Evaluation
4:30 p.m.	Adjourn

\* Agenda subject to change.

## Facilitator Instructors

**Nancy Joyner, RN, MS, APRN-CNS, ACHPN®** is a Palliative Care Clinical Nurse Specialist (CNS) and a certified First Steps® Facilitator Instructor through Respecting Choices®.

**Sally May, RN, BSN, CH-GCN,** is the Senior Quality Improvement Specialist at Quality Health Associates of North Dakota and a certified First Steps® Facilitator Instructor.

## Registration

Complete the online registration at [www.honoringchoicesnd.org](http://www.honoringchoicesnd.org) →  
Facilitator Training → Upcoming Facilitator Training Sessions

## Registrations Due: January 21, 2019

## Payment

**Make check payable to Honoring Choices North Dakota. Please indicate for which individual(s) you are submitting payment.** (Honoring Choices North Dakota is currently not accepting credit card payment.) Contact Sally May (see contact information below) with your questions regarding payment or if an invoice is required for payment.

### Mail payment to:

Honoring Choices North Dakota  
c/o Sally May, Program Coordinator  
PO Box 752  
Kenmare, ND 58746  
Phone: 701.989.6228  
Email: [sally.may@honoringchoicesnd.org](mailto:sally.may@honoringchoicesnd.org)

## Certification

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.



Pembina County Memorial Hospital  
Wedgewood Manor

*The name Honoring Choices North Dakota is used under license  
from East Metro Medical Society Foundation.*