



# Next Steps® ACP Facilitator Certification

*Training Date: June 27<sup>th</sup>, 2022*

Respecting Choices® Next Steps® Advance Care Plan (ACP) Facilitator Certification is designed for professionals such as social workers, nurses, clergy, physicians, and others involved in assisting individuals making end-of-life treatment decisions.

**Purpose:** To assist participants in applying effective communication and conversation skills and critical thinking for facilitating person-centered for those living with serious medical conditions that may result in complications with unacceptable outcome(s).

**Course Objectives**

1. Identify communication skills for facilitating Next Steps ACP conversations.
2. Demonstrate the application of the person-centered decision-making framework to elicit preferences and decisions.
3. Create strategies to transfer individual goals, values, and preferences to a written plan, e.g., advance directive, Statement of Treatment Preferences (SoTP) form, and POLST form, when applicable.
4. Demonstrate beginning competency in facilitating Next Steps ACP conversations through role-play exercises.

**Prerequisites**

1. Completion of the Next Steps ACP Facilitator Online Core Modules 1-6. You will not be allowed to sit for the class if you have not completed the online modules in advance!
2. Attempt an ACP conversation with a loved one or close friend
3. Complete a “practice” Advance Directive (AD) document (both the AD and the Treatment Preferences documents) <https://mihin.org/advance-care-planning-resources/>  
The online component includes interactive courses intended to help you learn basic ACP concepts, allowing you to come to the course prepared for a more robust classroom experience. Contact hours for the online prerequisite are available through Respecting Choices.

**To Register:**

<p><b>MiHIN</b>  <b>Attn: Monica Ward</b>  <b>PO Box 170, Caledonia MI, 49316</b>  <b>844-454-2443</b>  <b>Monica.ward@mihin.org</b></p>	<p><b>Registration Fee: \$260.00</b></p> <p><b>Payment:</b> Checks made payable to MiHIN. Please enter “ACP NS Facilitator Training” on your memo line &amp; send a picture copy of your check to our ACP inbox at <a href="mailto:ACP@mihin.org">ACP@mihin.org</a>  <i>SW/RN Continuing Education Credits included</i></p>
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***Complete this registration form and return by email, or mail.***

*Attendee Information*

<b>Training Date Preferred:</b>		
<b>Full Name</b> (type or print)		<b>Credentials</b>
<b>Employer &amp; Position</b>		
<b>Work Address</b> (street, mail station, city/ST/ZIP)		
<b>Work email/Home email</b>		
<b>Work Phone/Home phone</b>		

**Registration confirmation and on-line course directions will follow.  
This course has been approved for 6.5 Hour SW CE Credits and 7 Hour RN Credits**

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**Agenda**

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9:00	Introductions and Welcome
9:30	Next Steps ACP for Individuals with Serious Illness
9:45	Review of Next Steps ACP Facilitation Skills
10:00	Conversation Guide: Exploration phase, Sections 1-7
10:45	<i>Break</i>
11:00	Practice Exercise Role-Play 1; Group Debrief
11:45	Disease Specific Knowledge Overview
12:00	Conversation Guide: Goals of Care phrase, Sections 8 & 9a
1:00	<i>Lunch</i>
1:30	Practice Exercise Role-Play #2; Group Debrief
2:45	Conversation Guide: Goals of Care phase, Section 9b
3:30	Practice Exercise Role-Play #3; Group Debrief
4:15	<i>Break</i>
4:30	Promise #5: Honoring Preferences & Decisions & Final Competency Role-Play #4
4:45	Course Summary
5:00	<i>Adjourn</i>

**Instructors:**

**James Kraft, Ph.D.**

Respecting Choices Certified First Steps® facilitator and instructor  
Director of Consumer Choices & Collaborative Care, MiHIN