



## First Steps® Advance Care Planning Facilitator Certification

**Wednesday, March 6, 2019**  
Hills Bank & Trust Community Room  
1401 South Gilbert St., Iowa City, IA

**Registration:** 8:00 a.m.  
**Program:** 8:15 a.m. – 4:30 p.m.

### Purpose

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

### Learning Objectives

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\*. Online instructions will be sent out to registrants the week of February 11.
2. Personal Engagement Activity: Practice an ACP conversation after completing the online modules
3. Review the Honoring Your Wishes Health Care Directive

### Agenda

8:00 am	Registration
8:15	Overview
8:45	The Personal Engagement Activity
9:00	First Steps ACP Conversation Guide (for adults who have not started, or engaged in, a planning process)—Facilitation Skills
9:30	Break
9:45	First Steps ACP Conversation Guide (RC 1143): Healthcare agent present
10:45	Practice Exercise Role-Play 1 (work in groups of three)
11:35	First Steps ACP Conversation Guide: Adults with Chronic Illness (for adults who have not started, or engaged in, a planning process)—Facilitation Skills
12:15 pm	Lunch
1:00	Practice Exercise Role-Play 2 (work in groups of three)
1:45	First Steps ACP Conversation Guide: The CPR Conversation
2:15	Break
2:30	Practice Exercise Role-Play 3 (work in pairs)
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

\* 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. 6.25 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.

**Faculty**

Jane Dohrmann, LISW, ACHP-SW  
Director, Honoring Your Wishes  
Iowa City Hospice

Whitney Jost, LISW  
Social Worker III  
University of Iowa Hospitals and Clinics

Emily Light Edrington, BA  
Community Outreach Specialist  
The Johnson County/Iowa City Senior Center

**Credit:**

Nurses: The all-day session will receive 7 nursing contact hours for full attendance by Mercy Hospital Iowa City (IBN #87). No partial credit will be awarded. Social workers: This program is also intended to meet the requirements of 7 hours of social work continuing education. Other health care professionals will receive a certificate of attendance.

**Intended Audience:**

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

**Registration:** Attached registration form or @ <https://honoringyourwishes.eventbrite.com>

**Registration Deadline:** First twenty registrants or by Friday, February 8, 2019

**Fee:** \$189 (If four on-line Respecting Choices modules have been completed in the last twelve months, the cost is \$89. Verification of completion of modules may be required).

**Cancellation Policy:** The registration fee will be returned by February 8, 2019 if a cancellation is requested.

**Parking:** Hills Bank and Trust requests that you park in the last two rows to the south or in the parking lot to the west of the bank. Please leave the first two rows closest to the bank open to accommodate clients throughout the day. Thank you for your cooperation.

**Additional Information:**

Beverages, muffins, and light snacks will be provided. Lunch will not be served. You may bring a lunch or visit one of the local restaurants during the mid-day break. The temperature in the room may vary. Please plan to dress in layers. If you have further questions, please contact Jane Dohrmann, Director, Honoring Your Wishes, at [jane.dohrmann@iowacityhospice.org](mailto:jane.dohrmann@iowacityhospice.org) OR 319-688-4214.

**Non-Discrimination and Disability Statement:**

Iowa City Hospice prohibits discrimination in employment, educational programs and activities on the basis of pregnancy, race, national origin, color, creed, religion, sex, age, disability, sexual orientation, gender identity, or associational preference. Iowa City Hospice also affirms its commitment to providing equal opportunities and equal access to this workshop. Individuals with disabilities are encouraged to attend all Iowa City Hospice sponsored events. If you are a person with a disability who requires an accommodation in order to participate in this program, please contact Jane Dohrmann at 319-688-4214 or [jane.dohrmann@iowacityhospice.org](mailto:jane.dohrmann@iowacityhospice.org).



**First Steps® Advance Care Planning Certification  
Registration Form**

Name \_\_\_\_\_

Job title \_\_\_\_\_ Profession \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Phone (c) \_\_\_\_\_ Phone (h) \_\_\_\_\_ Phone (w) \_\_\_\_\_

I understand that to become a certified First Steps® Advance Care Planning Facilitator, I will need to:

- complete the on-line curriculum (6.25 contact hours/CEUs) by Friday, March 1, 2019
- attend the all-day workshop (7 contact hours/CEUs) on Wednesday, March 6, 2019
- complete an Honoring Your Wishes Health Care Directive and bring it to the workshop
- demonstrate competency in facilitating a discussion about basic advance care planning

**Log-in directions for the on-line work and the Honoring Your Wishes Health Care Directive, will be sent to you the week of February 11.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

Registration options:

1) By mail.

\_\_\_\_\_ \$189. Please make check payable to Iowa City Hospice with Honoring Your Wishes in the memo line. OR

\_\_\_\_\_ \$89. If four on-line Respecting Choices modules have been completed in the last twelve months, the cost is \$89. Verification of completion of modules may be required.

Please send to registration form and check to: Jane Dohrmann, Honoring Your Wishes, Iowa City Hospice, 1025 Wade St, Iowa City, IA 52240

1) On-line through the link: <http://honoringyourwishes.eventbrite.com> You may pay by credit card or paypal.

2) The organization that you are representing may have arrangements to pay through direct deposit. If this is the case, please inform the course director, Jane Dohrmann, and send registration via fax @ 319-351-5729 or scan and send to: [jane.dohrmann@iowacityhospice.org](mailto:jane.dohrmann@iowacityhospice.org).

**Registration deadline: Friday, February 8, 2019.** Class capacity: 20 people