



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

March 13 and 27, 2025
Eastern AHEC
2600 W Arlington Blvd
Greenville, NC 27835

September 16 and 30, 2025
Eastern AHEC
2600 W. Arlington Blvd
Greenville, NC 27835

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

www.easternahec.net

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PART OF NC AHEC

RECRUIT
TRAIN
RETAIN

 **ECU HEALTH**

Description

Respecting Choices® Core/First Steps® and Advanced Steps® Advance Care Planning (ACP) Facilitator Certification focuses on the skills needed to facilitate foundational advance care planning discussions 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. Learn about NC Advance Directives and how to assist patients and families with completing Health Care Power of Attorney, Living Will, Advance Instruction for Mental Health Treatment (AIMHT), Medical Orders for Scope of Treatment (MOST) and Do Not Resuscitate (DNR) forms.

The purpose of this course is to assist participants in learning effective communication skills and techniques for facilitating person-centered conversations and completion of Advance Directives.

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

Core/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
- Review NC Health Care Power of Attorney and Living Will Documents

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
- Review NC Advanced Instruction for Mental Health Treatment, Medical Orders for Scope of Treatment and Do Not Resuscitate Documents

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

Core/First Steps® ACP Facilitator Certification

- Complete the Respecting Choices® First Steps® ACP Facilitator Online Core Curriculum. Upon registering, participants will receive a “key” to access the online curriculum Modules 1 through 4.
- Complete your own Advance Directive documents (download from www.ECUHealth.org/AdvanceCare)
- Have a conversation with someone regarding their health care preferences at the end of their life

Advanced Steps® ACP Facilitator Certification

- Complete the Respecting Choices® Core/First Steps® ACP Facilitator Online Core Curriculum, before day 2 classroom training, Modules 5 and 6

Agenda Core/First Steps®

7:30 a.m.	Registration
8:00 a.m.	Program begins
4:45 p.m.	Adjourn

Agenda Advanced Steps®

7:30 a.m.	Check-In
8:00 a.m.	Program begins
4:45 p.m.	Adjourn

Faculty

Vicki T. Dougherty, BA
Community Education and Outreach Coordinator
ECU Health

Veleria Holloway, M.Div.
Chaplain
ECU Health Inpatient Hospice

Ellie Ward, BSN, RN
Community Education and Outreach Coordinator
ECU Health

Mary Lou Infinito, CDD
Community Education and Outreach Coordinator
ECU Health

Credit

Online Modules:

Additional credit for the online portion of Respecting Choices® Core/First Steps® and Advanced Steps® Advance Care Planning Facilitator Certification is provided by the **Wisconsin Nurses Association**, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation. Social Work CE credits is approved as an ACE provider to offer social work continuing education by the **Association of Social Work Boards, (ASWB)**, Approved Continuing Education (ACE) program. For questions about credit for online modules, please contact AdvanceCare@ECUHealth.org.

Classroom Credit:

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

Nurses

7.25 Nursing Contact Hours Respecting Choices® Core/First Steps® Advance Care Planning Facilitator Certification

7.25 Nursing Contact Hours Respecting Choices® Advanced Steps® Advance Care Planning Facilitator Certification

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

Other Professionals

7.25 Eastern AHEC Contact Hours Respecting Choices® Core/First Steps® Advance Care Planning Facilitator Certification

7.25 Eastern AHEC Contact Hours Respecting Choices® Advanced Steps® Advance Care Planning Facilitator Certification

Participants must attend 90% of the program 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. Certificate and Education credit will be awarded after the participant completes the online evaluation.

Disclaimer

The term "certification", as used in Respecting Choices® educational programs means that Coalition to Transform Advance Care (CTAC) 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 Core/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 Core/First Steps® class. Keys will be issued to access the on-line modules at the close of registration.

Registration fee for ECU Health Team Members - FREE

Registration fee for Non-ECU Health Team Members - \$250

The registration fee includes the prerequisite online curricula, 2 day classroom courses, as well as program materials and credit.

Upon completion of Core/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 Core/First Steps® class. For further information contact Eastern AHEC at 252-744-5220.

Participant contact information (name, email address, and telephone number) will be shared with the program facilitator for Core/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.

All Rights Reserved Statement

You may not record, reproduce, publish, distribute, modify, create derivative works, or transmit any program content and/or material presented during continuing professional development (CPD) activities. Continuing professional credit will not be given for unauthorized copied and transmitted recordings of any CPD programs and other activities. Prior registration and attendance are required to receive continuing professional credit.

Americans with Disabilities Act



Individuals requesting accommodation under the Americans with Disabilities Act (ADA) should contact the ADA coordinator at least five days prior to the event at 252-737-1018 / ada-coordinator@ecu.edu.

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!”*