

ACP Certification Request Form

Lighting a SPARK (Serving Underserved Populations through Advance Care Planning, Respect and Knowledge) in South Dakota

Advance Care Planning: Quality Conversations

April 24, 2019 SDAHO Conference – Ramkota, Sioux Falls (8am-3:30pm)

Patients and caregivers often trust and rely on healthcare workers for advice when faced with life-threatening illness, which is best accomplished through deliberate Advance Care Planning (ACP). The need for ACP has been recognized by legislative and regulatory bodies. However, few healthcare workers have been formally trained to conduct ACP, creating a gap in knowledge and training. The SPARK project was designed to fill this gap.

The *Advance Care Planning: Quality Conversations* coalition was spearheaded by community partners in South Dakota and is led by nurse educators.

The **purpose** of the *Advance Care Planning: Quality Conversations in South Dakota* coalition is to enable greater access to Advance Care Planning conversations for adults in South Dakota through quality, collaborative healthcare.

The **SPARK program** funded by the Bush Foundation, supports the work of the coalition and provides ACP training for interested community practice partners according to the Gundersen Respecting Choices™ model who then practice and promote end-of-life conversations throughout their community.

The objectives of the SPARK project are

- Assemble a nurse-led coalition of interdisciplinary and multi-institutional stakeholders to implement ACP statewide.
- Train members of the coalition in evidence-based ACP methods.
- Disseminate effective ACP methods statewide within communities.

If you are interested, please complete Part One **and** Part Two, choosing the appropriate role.
Email this application to Cheryl.Fischbach@usd.edu

Part One

Your name _____

Your professional credentials (if applicable): _____

Your employer/affiliation (if applicable): _____

Are you a current member of the Advance Care Planning: Quality Conversations coalition?

Yes No

If no, would you like to be a member?

Yes No

Are you a member of the <http://www.advancedcareplanningsd.com/> website with login privileges?

Yes No

If your answer is Yes – Would you like to have member privileges?

Yes No

Part Two

There are two levels of ACP training available through the SPARK Program. Please indicate in which training you want to participate by completing the questions in either Level 1 (Instructor) **or** Level 2 (Facilitator):

1. ACP Instructor

I am interested in being trained at the highest level called Respecting Choices (RC)® First Steps Instructor. All training-related expenses will be paid by SPARK, although I will have to find time for the 3- day training in LaCrosse, Wisconsin and I will not be reimbursed for my lost time at work.

In case my application to become an RC Instructor is accepted by the *Advance Care Planning: Quality Conversations Coalition*, I understand that

- First Steps Instructors will need access to the Internet to check course work.
- I am agreeing to educate and certify facilitators in South Dakota according to the Respecting Choices® method.
- I am agreeing to hold at least two training sessions per year.
- I am committing myself to report my activities to the *Advance Care Planning: Quality Conversations Coalition*.
- I am agreeing to help evaluate the SPARK Program by distributing surveys to the workshop attendees and returning the completed survey to *Advance Care Planning: Quality Conversations Coalition*.

Following completion of the training, the certified Respecting Choices First Steps® Instructors will then educate and certify the next level of learners, called First Steps® ACP Facilitators in South Dakota. Examples of locations where facilitator training may be held include community hospitals, university campuses, nursing homes, senior centers, or wellness centers.

Instructor Applicants must complete this section:

In my own words, here is why I think I should receive this training: *(Describe how the training and certification would benefit your community, what part of SD you are reaching, who is your target audience/who benefits from your knowledge, how many times per year you could provide training)*

Signature _____

Date _____

With this signature I understand the requirements and would like to be considered for training as a Respecting Choices First Steps™ Instructor through the SPARK program.

2. ACP Facilitator

I would like to be certified as Respecting Choices First Steps™ Facilitator. A Facilitator works with individuals and their families to become more engaged in ACP and their healthcare decision making. Training to be a Facilitator happens in South Dakota by a trained Respecting Choices Instructor. In case I am selected by the *Advance Care Planning: Quality Conversations Coalition* to receive training, I understand that:

- First Steps facilitator training requires access to the Internet because facilitators will have to take mandatory online training modules before the class.
- After completing the online training, facilitators will need to attend a one-day class that lasts 8 hours. Sometimes, the courses can be taught in two four-hour courses on separate days. The SPARK program will not reimburse for lost time at work.
- Once certified, the First Steps® Facilitator is committed to educate individual community members about the ACP process by conducting at least one free workshop at a venue of choice in South Dakota. Examples of such venues include nursing homes, senior centers, churches, rural clinics, civic clubs, and one-on-one individual sessions.
- Facilitators are committed to report back to *Advance Care Planning: Quality Conversations Coalition* about number of workshops conducted and number of attendees.
- Facilitators will distribute the *Public Knowledge Questionnaire* to the workshop attendees and return the completed surveys to *Advance Care Planning: Quality Conversations Coalition* for evaluation.

Facilitator Applicants must complete this section

In my own words, here is why, I think I should receive this training (Describe how the training would benefit your community, who is your target audience/who benefits from your knowledge, how will you have access to individuals, how many times per year you could provide public sessions):

Signature _____

Date _____

With this signature I understand the requirements and would like to be considered for training as a Respecting Choices First Steps™ Facilitator through the SPARK program.

Email this application to Cheryl.Fischbach@usd.edu