

Let's Talk about ACP™

Certified Facilitator

Memorandum of Understanding

Background: The Let's Talk about ACP™ Advance Care Planning Training Program is part of Heart Tones™ National Advance Care Planning Initiative for African-American Faith Communities. Developed by Dr. Gloria Thomas Anderson in 2018, the primary purpose of this educational endeavor is to provide a culturally-relevant process to educate and empower Black people in their healthcare decision-making choices related to advance care planning and end-of-life care.

Certified Facilitator Role: Upon successful completion of facilitator training, the primary role of the Facilitator is to serve as an encouraging, helpful guide while leading participants in the interactive workshop sessions (in-person or virtual). Facilitators will receive an electronic copy of the Let's Talk about ACP™ Facilitator Training Manual which provides detailed instructions for conducting the workshop. This document is proprietary and strictly confidential.

Training Certification Term: Facilitator certification is effective for one year, starting from the first day of successful completion of facilitator training for and ending on the last day in the month started. For example, if you complete the training on May 5, 2021, you will remain certified for one full year to May 31, 2022.

Support Calls/Meetings: Heart Tones staff will provide assistance as needed to answer questions or discuss concerns about the facilitation process via email at info@eolacp.org, usually within 24-48 hours. We are also planning to set up a private Facebook community to offer a safe platform to exchange ideas, talk about challenges and successes, and be a helpful space to encourage and support you in your facilitation role.

Responsibilities:

- **Pre/Post Surveys:** Facilitators agree to ask workshop participants to complete the pre and post surveys, which are directed to Heart Tones. The links will be provided in the Presentation slides. Also, for in-person workshops, the pre and post surveys templates are in the Facilitator Guide documents. In-person pre and post surveys will need to be scanned and emailed to: info@eolacp.org
- **Workshop Setup, Promotion & Registration:** Facilitators agree to oversee the registration process, promote the workshop event, and follow-up with participants.

Workshop Prizes and Certificates of Completion: Facilitators agree to supply/purchase their own participant door prizes for each event, if desired. However, door prizes are optional and are not required for the workshops. Previous workshop prizes have included, electronic gift cards, gas cards, and/or gift items from the www.Hearttones.com online store. The Certificate of Completion template is included in the Facilitator Resource documents and can be copied as needed for workshop participants.

Non-Sponsored Facilitator Roles and Responsibilities | The Let's Talk About ACP™ Program

- **Breakout Room Facilitators:** Two (2) of the workshop activities require a breakout room facilitator (5-10 people per each B/O facilitator). Facilitators agree to select and provide instruction to their B/O facilitators prior to event, more specifically for virtual workshops. (See Facilitator Guide for details)
- **Zoom Facilitation:** Facilitators will coordinate and oversee the Zoom scheduling, invitations, and reminders to all participants. You are encouraged to have at least one person who is technology savvy to assist with the actual virtual workshop (i.e., monitor Chat, help with logistics for breakout rooms, etc.)

Confidentiality: All Facilitators agree to keep all communication and information shared or discussed, whether verbal, written, or in digital or other form, confidential, including all materials, presentation slides, resources, and this Memorandum of Understanding. Facilitators are to ensure that all virtual or in-person workshops, meetings or calls are not recorded to protect the privacy and identities of all participants, as well as the intellectual and proprietary property of the Let's Talk About ACP™ Program.

Relationship of the Parties: This Memorandum of Understanding shall not be construed to create any association, partnership, joint venture, employment, or agency relationship between any Facilitators and Heart Tones™ for any purpose.

I understand that this Memorandum of Understanding serves to protect the integrity of the Let's Talk about ACP™ Advance Care Planning Training Program and non-compliance may lead to legal action.

I have read the roles and responsibilities of the Certified Facilitator and agree to be a part of the Let's Talk about ACP™ Advance Care Planning Training Program.

Signature: _____ Date: _____

Print Name: _____

Church/Organization: _____

Email: _____

Phone: _____

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Compensation: Certified Facilitators will be provided an honorarium of \$50 per workshop conducted for up to four (4) workshops per year, for a total of \$200.00 per year for their service. The honorarium will be sent upon receipt of the Pre/Post Surveys to Heart Tones via the web links provided in the Presentation slides.

Responsibilities:

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- **Workshop Setup, Promotion & Registration:** Facilitators agree to oversee the registration process, promote the particular event, and follow-up with participants.

Workshop Prizes and Certificates of Completion: Facilitators may select prizes, up to \$100 per event (Two (2) events per year). For example, you may choose 10 prizes @ \$10 each or 5 prizes @ \$20 each. Prizes may be electronic gift cards, gas cards, or gift items from the www.Hearttones.com online store.

Facilitator Roles and Responsibilities | The Let's Talk About ACP Program

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