
Leader Agreement

Healthy Living: Self-Management Programs

RE: Healthy Living – Leader Agreement

Date: _____/_____/_____

Healthy Living is an evidence-based chronic disease self-management program (CDSMP) developed and licensed by Stanford University’s Patient Education Research Center. *Healthy Living* is also available for Arthritis and Diabetes. Each *Healthy Living Workshop* consists of six 2.5 hour sessions. These workshops meet one time per week for six consecutive weeks. Each workshop is facilitated by 2 trained leaders (Master Trainer or Leader), one or both of whom have a chronic condition.

Healthy Living Leaders are individuals who deliver workshops. Newly trained leaders generally conduct their first workshops under the guidance of an experienced leader or Master Trainer. Lay Leaders may be employees or volunteers of an agency licensed to provide the *Healthy Living Workshop*. Volunteers understand they are not employed by the Institute nor the location where they are delivering *Healthy Living*. In consideration for the licensure that has been provided by _____ (Licensed Agency), the Lay Leader _____ (Name) agrees to the following:

Ideal Abilities/ Values of a Lay Leader:

- Believes in and understands the benefit of the program
- Possesses good listening skills, is non-judgmental
- Feels comfortable speaking in front of a group and is willing to facilitate a small group
- Able to read and follow a script
- Understands the importance and purpose of fidelity (following the curriculum)
- Possesses good communication and interpersonal skills
- Exhibits enthusiasm
- Is dependable and consistent
- Has interest in working with individuals with chronic conditions
- Possesses life experience resulting in empathy to the needs and abilities of older adults
- Understands the importance of confidentiality and possesses a basic knowledge of HIPAA (Health Insurance Portability and Accountability Act)

Functions of Lay Leaders:

- Facilitate workshop as per fidelity and required guidelines
- Coordinate with Master Trainer/Program Coordinator to ensure that the workshop is registered with AZLWI and a fidelity coaching session is scheduled during the first workshop and then annually
- Notify Master Trainer/Program Coordinator if missing a scheduled class for either illness or vacation
- Notify Master Trainer/Program Coordinator of any unanticipated incidents of concern
- Submit required workshop Survey Packet to sponsoring Master Trainer/Program Coordinator or the AZLWI within seven days of completion of the workshop
- Uphold confidentiality of workshop participants and co-facilitators
- Remain updated in current Stanford curriculum (Stanford updates curriculum about every 3-5 years) "

Training Responsibilities

- Provide evidence of licensure (Stanford or another agency) prior to attending the training
- Complete “What to Know Webinar”, Non-Disclosure, and Privacy Training prior to attending training.
- Attend all four days of training and participate in two practice teaches
- Incorporate feedback of Master Trainers

- Respect the privacy of Master Trainers and fellow trainees. Use of media such as cameras, video equipment, or Smart Phones for taping or pictures is *prohibited* without written permission from trainees and trainers.

Workshop Responsibilities:

BEFORE THE WORKSHOP

- Complete the Workshop Information Form 6 weeks prior to beginning a workshop with Master Trainer/Program Coordinator (azlwi.org/resources/healthy-living-workshop-information-form)
- Prepare for each workshop by reviewing *Healthy Living* manual and materials
- Organize the workshop meeting space with supplies
- Notify the AZLWI if the workshop is postponed or rescheduled

DURING THE WORKSHOP

- Ensure Informed Consent is provided and Survey Packets are completed.
 - http://azlwi.org/wp-content/uploads/2013/09/SMP-Survey-Packet_Sept-2013.pdf
- Present the workshops according to the directions, training and materials provided
- Encourage interactive discussion about the concepts and skills presented
- Monitor and connect with each participant
- Promote socialization and a solution-oriented environment among the participants
- Strive to ensure that workshops follow the proven model by:
 - Co-facilitating workshops with another trained Leader or Trainer
 - Presenting the workshops based on the training and manual provided
 - Serving as a facilitator rather than a lecturer. Facilitators focus on *process* – helping create a sense of connection between group members and leaders to create a safe and optimum environment of mutual learning and support.
 - Not altering the number of workshops (6) or duration of workshops (2.5 hours)
 - Enrolling no less than ten (10) but no more than twenty (20) participants in each workshop
 - Offering the workshops over six (6) consecutive weeks (e.g., not scheduling a workshop if a holiday or other event interrupts the 6-week sequence)
 - Not altering workshop content (e.g., adding guest speakers or modifying program curriculum to offer additional information to that provided in the manual)
 - Disallowing any form of promotional content for another program or service

UPON COMPLETION OF THE WORKSHOP

- Ensure that participants complete the required evaluation materials
- Ensure that survey packet materials are sent to AZLWI by mail:
Arizona Living Well Institute, Attn: Survey Coordinator
2066 W. Apache Trail, Suite 116, Apache Junction, AZ 85120
- Questions? Please contact us at: surrqtv@azlwi.org Local: (480) 589/8; 59 Fax: (480) 982-7320

I have read the above information, and I agree to abide to the best of my ability to the Lay Leader values, expectations, workshop responsibilities, and functions outlined.

Your contact information will be kept with your local sponsoring agency and the AZ Living Well Institute who maintains a confidential database of all Arizona Lay Leaders.

Signature: _____

Date: _____

Printed Name: _____

Title: _____

Name of Sponsoring (Host) Agency/ Organization: _____