



COLORADOCENTER
for Nursing Excellence

Guidelines and Expectations

HRSA Long Term Care Leadership and Coaching Workshops September 2013

By signing below I agree to the following:

Conflict of Interest

- Planners / Faculty / Presenters of this educational activity disclose no conflict of interest related to any portion of this educational activity. This offering will be awarded ____ contact hours of nursing continuing education credit for full attendance.

Administrative Rules

- I understand that promptness is expected. I will be on time for the beginning of all classes and will return from breaks and meals promptly.
- Further, I understand that I have committed to be present for all scheduled workshop hours.
- I will return phone calls or text message only during scheduled breaks. I will be certain that if my cell phone is not turned off, it is in the vibrate-only mode during class.

Exploration, Discovery and Growth Rules

- I agree that all information shared by other participants will remain confidential. I will not repeat or discuss what is shared with anyone.
- I agree that I will **not** engage in 'side-bar' discussions.
- I agree that I will direct my comments to whoever has the floor, whether it is faculty in the front of the room or a participant who commented last.
- I agree to participate verbally in discussions and exercises appropriately. It is my responsibility to weigh my fair share of contribution, speaking neither too often nor too little.
- I agree to be open to new ideas and experiences.
- I agree to take risks and step outside of my comfort zone.
- I agree to maintain a positive attitude.
- I agree to give supportive feedback and make corrections without invalidating anyone.
- I agree to suspend judgment and be responsible for my actions.
- I agree to be responsible for learning as much as I can from this experience. I also agree to ask for what I need from my facilitators and my fellow participants.
- I agree to get better acquainted with my fellow participants so we can all identify ways to support one another, to work together as a team and develop professionally.
- I understand that I have assumed an obligation when I registered for this workshop.



COLORADOCENTER
for Nursing Excellence

Guidelines and Expectations

Project Expectations

Frontline leaders:

- Based on the timeline provided later in the course, I will plan, implement and complete a capstone project.
- Within 2 weeks of the completion of the workshop I will electronically return to Carly or Lauren (workshops@coloradonursingcenter.org) the form that describes my project.
- There will be monthly check in conference calls between leaders and teaching faculty that is primarily focused on support and problem solving surrounding capstone projects but may involve brainstorming regarding issues that participants are experiencing that challenge their leadership skill set. These calls will be one hour in length. There will be eleven of these sessions and I will be present for at least 8 of these calls. Prior to the end of the workshop I will sign up for this follow-up call series. This set of Guidelines and Expectations will also apply during follow-up conversations.
- I will collect baseline and post intervention data in three areas:
 - ◇ My capstone will be designed such that I can apply some measure of its success. Therefore, I will collect data prior to my intervention and prior to the end of project. I will include this in my final project report that will be presented to the participant group as a whole one year from now. The completed project documentation will be submitted to the Colorado Center for Nursing Excellence electronically to workshops@coloradonursingcenter.org and will also be presented to the participant group on a poster.
 - ◇ The initial LPI has been completed prior to the workshop date. Near the one year mark after the workshop I will complete and ensure my “observers” complete a follow up LPI.
 - ◇ Over the next year, I will provide to the Colorado Center for Nursing Excellence the following data sets:
 - The number of DONs/ADONs that have been in my position over the last 5 years
 - Facility staff turnover rates currently and one year from now
 - Any changes in my job status
 - Any updates to my email address
- I understand that coaching is a critically important component in developing and sustaining my new skill sets.
 - ◇ I will schedule and keep appointments with my coach for a minimum of two one hour sessions each month, preferably meetings each week.
 - ◇ It is my responsibility to initiate this contact with my coach.
 - ◇ If I am unable to work with my designated coach, I will contact Carly Gernat (303-715-0343 x 22, or workshops@coloradonursingcenter.org) for assistance in finding a new coach.
- I agree to ask for the assistance, support and guidance that I need to be successful in my capstone project.



COLORADOCENTER
for Nursing Excellence

Guidelines and Expectations

Coaches:

- I understand that ongoing, consistent coaching is a critical component in developing and sustaining new skill sets for my assigned coachee. I will make every effort to make myself available for a minimum of two hours a month, preferably meeting on a weekly basis.
- Although it is the main responsibility of the front line leader to initiate contact for these meetings, I will encourage and support these efforts.
- There will be monthly coffee conversations for coaches to provide ongoing support in the development of my introductory level coaching skills. These conference calls will take one hour and I agree to attend 8 out of the 11 calls in the year following this workshop. I will sign up for a series of these calls with one of the faculty coaches at the end of the workshop. This set of Guidelines and Expectations will also apply during follow-up conversations.



COLORADOCENTER
for Nursing Excellence

Guidelines and Expectations

Signature

Signature
