SESSION MODERATOR PACKET

- Session Moderator Duties
- Tuesday Announcements
- Wednesday Announcements
- Conference Session Schedule
California Hospice & Palliative Care Association

Your Duties as a Session Moderator

Overview of your duties as a session monitor:

- Introducing the speaker(s)
- Acknowledging any sponsors
- Announcing activities, changes to the conference program, reminders.
- Basic A/V troubleshooting (you won’t be expected to solve any major problems, inform CHAPCA conference staff of problems.)
- Greet session attendees as they arrive and distribute any handout material (if available)
- Take a head count once the program commences, halfway through and once done submit this information to staff at the registration desk.

Details of your duties as a session monitor:

1. Arrive a few minutes early for the session you are to monitor.

2. Introduce yourself to the speaker(s) as you will be making their introduction to the audience. Prior to introducing the session faculty make the “Housekeeping Announcements.”

   START THE SESSION ON TIME. THERE WILL ALWAYS BE STRAGGLERS.

3. Double check that all audio/visual equipment is in working condition, and find out where light switches are (should you need to darken the room.) If something goes wrong with the audio/visual equipment during the session, please notify the CHAPCA Registration Desk as soon as possible. **Last minute requests for additional audio/visual equipment can NOT be honored.**

4. Assist the speaker in distributing any handouts they brought them. The majority of handout material is uploaded to the CHAPCA conference website. If you run short, let the participants know they will be available on the website within one week following the conclusion of the conference. (We will NOT make copies of handouts at the hotel as this is very costly.) If there are leftover handouts that the faculty brought with them, please bring those back to the CHAPCA Registration Desk as we will make them available to other attendees later in the conference. Be sure at least one copy of
California Hospice & Palliative Care Association

Your Duties as a Session Moderator

any handout that the speaker(s) brought is given to CHAPCA staff at the registration desk so that we can have it for our permanent records and to post to the website.

5. Sometime during the session, take a count of how many attendees were in the session and report that information back to the CHAPCA Registration Desk. (A yellow count sheet will be in the room for your use.) Bring a pen!

    Simple as that … Thank you for volunteering your services!
TUESDAY SESSIONS

ANNOUNCEMENTS / HOUSEKEEPING NOTES

Introducers, please make the following announcements prior to introducing your speaker(s):

LET’S GET STARTED EVERYONE … -- wait a few minutes then commence the following -

Before I introduce today’s presenter, I need to go over a few housekeeping items:

- For a pleasant learning environment, we ask that everyone please either turn off cell phones and pagers during the session, or set them to a vibrate mode.

- For those of you wishing Continuing Education Credit, you must pay the CEU fee and an evaluation must be completed. An online evaluation will be used to collect your feedback. The evaluation for this session can be found on CHAPCA’s home page website which is [www.calhospice.org](http://www.calhospice.org). You will also receive an electronic link to the evaluation post conference. CE certificates will be emailed to you within 60 days of the conclusion of the conference. Even if you don’t want the credits, CHAPCA still would like your opinion, so please complete the evaluation form for each session you attend, as well as our overall conference evaluation form. Just a reminder that there is a $15 fee per person for continuing education. Check for a colored dot on your badge to verify your CE fee has been paid. If you want continuing education or an attendance certificate and don’t have a dot, stop by the CHAPCA Registration Desk and pay your fee. CE credit is available to Registered Nurses, Social Workers including LCSWs, MSWs and MFTs, Licensed Vocational Nurses, and CNA/HHA’s. We have applied for credit for Physicians.

- FOR MORNING SESSIONS ONLY: The exhibit hall opens today at 11:30. This is your opportunity to learn about the newest products and services available to the hospice community. The exhibit begins with a walk around lunch from 11:30 a.m.—1:00 p.m, and then presenters will be in the hall with their posters from 1:30 p.m.—3:00 p.m, followed by dessert. Be sure to be present for the raffle drawings at 3:45 p.m. You must be present to win.

- A special thank you goes out to our Conference Sponsors:

  Outcome Resources  
  Kinnser Software  
  Hospi Corporation

- Remember our Master Speaker sessions will begin at 4:15 p.m.

  and now with these items out of the way, I’d like to introduce our speaker(s) ….
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  - Outcome Resources
  - Kinnser Software
  - Hospi Corporation

- If you signed up for today’s lunch and Closing General Session with Karyn Buxman, it will be held in the Pompeian I – II Room and begins at 11:30. We hope you will join us for this, as we will be presenting our awards for 2014!

and now with these items out of the way, I’d like to introduce our speaker(s) ....
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td><strong>SUNDAY, NOVEMBER 16, 2014</strong></td>
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<td>Registration</td>
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<td>4:00 p.m. – 6:00 p.m.</td>
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<td><strong>MONDAY, NOVEMBER 17, 2014</strong></td>
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<td>Registration</td>
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<td>7:00 a.m. – 6:00 p.m.</td>
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<td>9:00 a.m. – 4:30 p.m.</td>
<td>Full Day Pre-Conference Workshop</td>
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<td>9:00 a.m. – Noon</td>
<td>A. Pain &amp; Symptom Management Intensive</td>
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<td>B. CANCELLED - California Hospice Inpatient Units: The Impact of SB 135</td>
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<td>C. Creating an Audit &amp; Investigation Resilient Hospice Program</td>
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<td>D. CANCELLED - 2014 Changes to POLST: Case-based Advance Care Planning in the Context of Critical Thinking</td>
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<td>Noon – 1:30 p.m.</td>
<td>E. Palliative Care Across the Continuum in California</td>
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<td>1:30 p.m. – 4:30 p.m.</td>
<td>F. CANCELLED - Camp Sunrise – Birth of a Children’s Bereavement Camp</td>
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<td>G. Stack the Deck in Your Favor: Ten Considerations For Effective Hospice Program Governance</td>
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<td>H. CANCELLED - Hope in Hospice: Against All Odds?</td>
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<td>5:00 p.m. – 6:30 p.m.</td>
<td>Opening General Session  Moving from Surviving to Thriving Cordt Kassner, PhD, Principal, Hospice Analytics</td>
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<td>6:45 p.m. – 7:45 p.m.</td>
<td>Reception</td>
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<td><strong>TUESDAY, NOVEMBER 18, 2014</strong></td>
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<td>Registration</td>
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<td>6:00 a.m. – 7:30 a.m.</td>
<td>Staying Fit, Having Fun</td>
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<td>7:30 a.m. – 5:30 p.m.</td>
<td>Registration</td>
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<td>8:00 a.m. – 9:30 a.m.</td>
<td>Concurrent Workshops</td>
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<td>1A. Therapy Dogs &amp; Hospice Care</td>
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<td>1B. Coping with Medicare Part D</td>
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<td>1C. When Your Patient is a Substance Abuser</td>
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<td>1D. Dying Well: Overcoming the Risk of Suicide in Hospice Care</td>
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<td>1E. Palliative Care to Hospice: Forging an Effective Partnership</td>
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<td>9:45 a.m. – 11:15 a.m.</td>
<td>Concurrent Workshops</td>
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<td>2A. Integrating Risk &amp; Safety Into Your QAPI Program</td>
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<td>2B. Navigating the New Medicare Hospice Cost Report</td>
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<td>2C. Ethical Decisions in Pediatric Hospice and Palliative Care</td>
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<td>2D. The Subjective Nature of Grief</td>
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<td>2E. Language of the Heart</td>
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11:30 a.m. – 4:00 p.m.    Exhibits
11:30 a.m. – 1:00 p.m.  Walk Around Lunch with Exhibitors
1:30 p.m. – 3:00 p.m.    Poster Sessions
3A. Hospice Rituals
3B. Pediatric Trifecta – Essential Oils
3D. Pediatric Palliative Care
3:30 p.m. – 4:00 p.m.  Dessert with exhibitors
3:45 p.m.  Prize drawings
4:00 p.m.  Exhibit Hall Closes for 2014
4:15 p.m. – 5:30 p.m.  Master Speaker Sessions
• Regulatory Update – What Now?
• Revitalizing our Sense of Meaning & Purpose
• The Expanded Role of the Hospice Physician
5:30 p.m.  Free Evening
6:30 p.m.  Jersey Boys (advance purchase only)

WEDNESDAY, NOVEMBER 19, 2014

6:00 a.m. – 7:30 a.m.  Staying Fit, Having Fun
7:30 a.m. – Noon  Registration
8:00 a.m. – 9:30 a.m.  Concurrent Workshops
4A. All In – Betting on Teamwork for Volunteer Success
4B. Continued Survey Readiness Through the Eyes of a Surveyor
4D. Laughing in the Face of Death
4E. Leveraging Advance Care Planning: Facilitate Patient Care and Improve Your Bottom Line
4F. Mindfulness Integrative Practice - A Self Care Workshop for Palliative and Hospice Care Professionals
9:45 a.m. – 11:15 a.m.  Concurrent Workshops
5B. Lessons Learned in Perinatal Hospice Program Development
5C. Why Hospice Professionals are NOT Palliative Care Ready …YET!
5D. PTS, MI, and YOU at EOL
5E. The Art of Ethics in Compliance & Clinical Concerns
11:30 a.m. – 2:00 p.m.  Luncheon
Closing General Session, Awards Presentation and Annual Business Meeting
From Dazed & Confused to Amazed & Amused!
Karyn Buxman, RN, CSP, CPAE