



The Aide's Role in Risk Management

A Teleconference Thursday, August 19, 2010

Description: Risk management is way to promote safe and effective practices. By managing our risk, we can reduce the possibility of accident or harm to both the patient and agency staff. During this workshop, we will discuss the importance of patient rights and responsibilities, negligence and abandonment, accurate documentation, agency policies, following the aide care plan and other factors that influence risk management. We will also discuss occupational risk factors such as personal safety, hazard assessment and ways to reduce potential safety issues.

Speaker: The presenter for this teleconference is **Janice Helsper, RN**. Jan has been in home care for over 20 years with an extensive background in medical review and performance improvement. She also has extensive compliance experience with both a fiscal intermediary and several large home care agencies in the southeastern U.S. More recently, Jan has spent 4 years as the Executive Director of a therapeutic riding center that provides hippotherapy and other equine assisted activities to children and adults with disabilities and long term illnesses. Jan is a graduate of the West Suffolk Hospital Nursing School in Suffolk, England and is a favorite speaker for home care workshops and teleconferences.

Convenience: Enjoy the convenience and cost-efficiency of a telephone workshop. There is no travel time involved and no limit to the number of attendees from your agency who may participate at your site through one phone line. All you need to participate is a speaker telephone and a room large enough for your staff. It is a controlled, radio-like environment where you will gather your staff, dial an 800 number, state your verbal pass code and you're connected. You will also be able to participate in a Q&A portion. The workshop will take place from **3:00 p.m. – 4:00 p.m. EST.**

Registration: The registration deadline is **August 17, 2010**. Due to the expense of using the teleconference hook-up, registrations may not be shared between agencies – the agency's registration covers the access of only one phone line into the teleconference. The handouts will be emailed to the email address you provide. Please feel free to provide an additional email address as a back up. Handouts are emailed in power point – if you are unable to open a power point presentation, please indicate so on the registration so we can make arrangements to send it to you in another format. Thanks!

HCA Education and Research presents
The Aide's Role in Risk Management

A Teleconference Thursday, August 19, 2010 – 3:00pm to 4:00pm

Registration: Members: \$129 per agency line
 Non-Members: \$189 per agency line

Your email confirmation will include: Details of how to dial into the teleconference on a toll-free telephone line and the handouts.

YES! We wish to participate in the telephone conference. I understand we will be emailed the information after the paid registration is processed. Fees will be refunded only if written cancellation is received by HCA two weeks prior to the workshop **and no refunds after the dial-in number is sent to your agency.** In the event of a written cancellation, HCA will retain \$30 of the initial fee to cover administrative overhead.

Agency Name: _____ Est. # of aides participating _____

Contact Name: _____

Address: _____

E-mail Address (please print): _____

Back-up email address: _____

Phone (): _____ Fax (): _____

Are you able to open a power point presentation? Yes _____ No _____

Payment Information:

Enclosed is my check in the amount of _____ (payable to HCA Education and Research)

Visa MasterCard American Express

Credit Card Number: _____ Security Code _____ Exp. Date _____

Name (as it appears on card): _____

Address (of cardholder): _____

Signature required): _____

Fax completed registrations to (518 426-8788 or mail with payment to HCA Education and Research, 194 Washington Ave. Suite 400, Albany, NY 12210