

Homes in their active period have access to the Provincial PoET Program’s ongoing, scheduled webinars series the **PoET Preliminaries** and **PoET Practicals**.

The **PoET Preliminaries** series is made up of five different interactive and educational sessions that deliver key information related to the *Health Care Consent Act*.

The **PoET Practicals** series is made up of five different coaching sessions that provide practical and applied activities that complement the foundational aspects of health care consent established in the Preliminaries series.

These two complimentary series run on opposite weeks of each other, and each day focuses on a new topic. The Preliminaries sessions are offered twice daily (morning and afternoon sessions), and the Practicals sessions are available once daily.



PoET  
PRELIMINARIES

Description	Topic Schedule				
	Monday	Tuesday	Wednesday	Thursday	Friday
<ul style="list-style-type: none"> <li>Each day is focused on a different topic.</li> <li>Sessions are broadcasted at <b>11:00 a.m.</b>, and repeated at <b>2:45 p.m.</b></li> <li>Each session provides 15 minutes of education.</li> <li>Session content is cumulative over the course of the week.</li> <li>The series covers foundational aspects of health care consent.</li> </ul>	What is Informed Consent?	What is Capacity?	Hierarchy of Substitute Decision Makers	Principles of Substitute Decision Making	What is the Consent and Capacity Board?



PoET  
PRACTICALS

Description	Topic Schedule				
	Monday	Tuesday	Wednesday	Thursday	Friday
<ul style="list-style-type: none"> <li>Each day is focused on a different topic.</li> <li>Sessions are broadcasted once daily at <b>1:30 p.m.</b></li> <li>Each session is 30 minutes long, engaging attendees in practical and applied activities.</li> <li>The series includes PoET tools and/or resources to support you and your home.</li> </ul>	Informed Consent and Treatment Plan Proposal	Capacity & Capacity Evaluations	Decision-Making Roles & Role Clarity	Code Status: Who Does What on Admission	Change in Condition Conversation Guide for Nurses

# Preparing in Advance for the *PoET Preliminaries* and *PoET Practicals*

## At least a week before your active period

- Identify which staff and physicians will be attending each series and/or sessions (and adjust scheduling as needed)
- Identify (and book, if necessary) space(s) where people can participate from. Ideally this space will be a location with minimal distractions, and big enough to fit all participants comfortably.
- Identify (and book, if necessary) the device(s) and/or equipment that will be used.
- Notify staff that the series is upcoming.

## On the day of the session

- Primary contacts at the home should ensure they have the Zoom link for their scheduled sessions. *If you are having trouble locating the link please contact the PoET Team as soon as possible.*
- Please note that there are two distinct Zoom links for the PoET Preliminaries and PoET Practicals that will provide access to the corresponding sessions for all five days in the series.
- Sessions will open 5 minutes before the scheduled start to ensure the home has adequate time to set up the necessary technology (\*PoET Preliminaries has an interactive learning component (Slido) that requires a personal device and login prior to session commencement).
- *Note: A PoET Practicals session will close 5 minutes after scheduled start time if there is no attendance.*

## Frequently Asked Questions

### **Who should attend these sessions? And how many sessions should they attend?**

All staff and physicians are invited to attend. They (and your home) will get the most out of the PoET Preliminaries if each person attends each of the five sessions, as the content is cumulative. PoET Practicals sessions are designed for specific tasks and activities, and homes can choose who would benefit most from attending. Scheduling may require advance consideration.

### **How are PoET Preliminaries and PoET Practicals delivered?**

All sessions take place by Zoom. The PoET Team will share a unique link with your home's primary contact people for them to share widely within your home.

### **Is recording allowed?**

For the comfort and protection of participants, recording is not allowed.

### **What happens if a session falls on a holiday?**

If a Preliminaries or a Practicals session falls on a holiday, the material in that session will be covered on the day prior or following the holiday, making the education or coaching session double in length. Ask your PoET Project Coordinator,

if you have any questions regarding the schedule for your home.

### **What equipment will our home need in order to participate?**

You will need a computer with an internet connection and an internet browser (such as Chrome, Firefox, or Microsoft Edge) installed. Microphones and cameras are not necessary for PoET Preliminaries, but are highly recommended for PoET Practicals so that attendees can engage with the material.

Larger homes will probably want to connect using multiple computers in different locations throughout the home, or a single location with a large screen.

For the PoET Preliminaries, it would be ideal if each person attending has access to their own device (i.e. smartphone) in order to participate in the session's interactive components, which will use Slido. If your home has a policy that prevents this and an exception cannot be made, please let the PoET Team know as soon as possible.

### **Can I share the link with others?**

You can share the link with anyone within your home; sharing outside the home is not allowed.