

Letter of Agreement (LoA)**Between****Lung Foundation Australia****And**

(Instructor Name)

The purpose of this document is to define the non-binding understanding between Lung Foundation Australia and _____ *(Instructor Name)* regarding the implementation of a Lungs in Action (LIA) program at _____ *(Location name)*.

Background of Lungs in Action Program:

In 2008 Lung Foundation Australia secured funding from the Department of Health and Ageing to develop and pilot a community based exercise maintenance program, this program is called Lungs in Action. Since its pilot in Cairns and on the Gold Coast, Lungs in Action continues to be rolled out nationally focusing on areas of need. The program has recently been extended to include people with heart failure (NYHA class II or III) who have completed rehabilitation.

Lungs in Action provides the social and professional support necessary in the community to ensure that these people with chronic lung conditions and heart failure can maintain an exercise routine critical to keeping them well, socially connected and out of hospital. Lungs in Action is an on-going program of supervised community-based exercise classes to which graduates of Pulmonary and Heart failure rehabilitation can be referred.

Lungs in Action instructors are specially trained Physiotherapists, Exercise Physiologists or Certificate IV Personal Trainers with a minimum of two years' experience in Older Adult competencies. Comprehensive theoretical training is provided online and then the practical component is conducted in conjunction with the local Pulmonary and Heart failure rehabilitation program utilising the rehabilitation Physiotherapists or Exercise Physiologists as mentors for the instructors.

Referrals to the Lungs in Action class depend on the following:

- The number of Pulmonary Rehabilitation/Heart Failure Rehabilitation programs in the same location as the Lungs in Action program.
- The number of Pulmonary Rehabilitation/Heart Failure Rehabilitation participants who are interested in attending a Lungs in Action program once they graduate.
- Whether the Lungs in Action program location is near enough to a participant's residence.
- The ability for Lungs in Action instructors to build rapport with patients and maintain good communication with their referring programs (Local Pulmonary and Heart Failure Rehabilitation programs)

Therefore, development of new Lungs in Action classes can take 12-18 months to build up participation rates and become sustainable.

Roles and Responsibilities.

The following section defines the roles and responsibilities of both Lung Foundation Australia and _____ (*Instructor name*) in ensuring the Lungs in Action class offered in _____ (*Class location*) is sustainable and provides a safe environment for participants.

Lung Foundation Australia Roles and Responsibilities

1. Provide high quality and evidence-based training to Lungs in Action trainees to facilitate delivery of Lungs in Action classes in the community setting.
2. Provide regular support to Lungs in Action instructors including, but not limited to:
 - a. Bi-annual communications in the form of an EDM
 - b. Telephone support by the Lungs in Action Program Manager to discuss program development, sustainability and promotion
3. Promotion of Lungs in Action programs in resources, communications and Lung Foundation operated websites.
4. Link Lungs in Action instructors in with local pulmonary and heart failure rehabilitation programs.
5. Determine the need for new Lungs in Action locations before instructor commences training.
6. Provide material to instructors to assist with administrative duties of the program (e.g. referral form, eligibility criteria etc.)

Instructor Role and Responsibilities

As a Lungs in Action Instructor you are required to understand and comply with the following.

1. Operational Prerequisites:
You acknowledge you have completed and/or attained the following:
 - a. Current professional registration
 - b. Criminal history check
 - c. Current immunisations
 - d. Current CPR and First Aid Certificates
 - e. Sufficient Public Liability Insurance (PLI) cover for the participation in the LIA program
 - f. Sufficient Professional Indemnity Insurance (PII) cover for the participation in the LIA program
2. Class Location:
 - a. You have used the recommended checklist when choosing a venue (Training Manual page 55).
3. Class Cost:
 - a. You agree to minimise the cost of participation for Lungs in Action participants. Ideally, this should no more than \$13 per person, per session.
4. Your Legal Duties:
LFA strongly recommends you review and update your understanding of the law, and review the way you conduct your business to ensure you are meeting legal obligations.

When facilitating Lungs in Action classes, you acknowledge your legal duty to:

- a. Work within your professional scope
- b. Use clinical reasoning to inform decision making
- c. Take reasonable care at all times
- d. Ensure safe class size, equipment and premises
- e. Instructions given to participants do not expose them to unreasonable risk
- f. Ensure appropriate first aid is available and medical assistance is reasonably accessible

5. Duty of care

You acknowledge that you have received adequate training via the Lungs in Action training program to facilitate safe exercise in people with chronic lung and heart conditions, and that:

- a. You will complete the heart failure and respiratory reminders (pages 65 and 85 in the Lungs in Action Training Manual) prior to commencing each Lungs in Action class.
- b. You understand how exercise may affect a participant's lung function
- c. You understand how to screen for symptoms indicating participants should not exercise or should cease exercise (page 86). You understand how to respond should any of the participants suffer an adverse medical event whilst under your supervision.
- d. At least one trained Lungs in Action instructor will be present during all Lungs in Action classes. Individuals who have not undertaken Lungs in Action training should not facilitate a Lungs in Action class.

6. Privacy

You acknowledge:

- a. You have an awareness of your obligations under *Commonwealth Privacy Legislation* which may apply to you (collection, use, storage, disclosure).
- b. You have measures in place to ensure personal and sensitive information of participants is treated with confidentiality.

7. Referral and entry of participants

- a. Referral forms (sent out via email) must be filled out to join a Lungs in Action class by either the participant's:
 - i. Pulmonary/Heart Failure specialist OR
 - ii. General practitioner
- b. Entry forms (Lungs in Action toolkit page 57-58) must be filled out and signed with every individual who participates in LIA classes. The entry forms outline
 - i. Participant medical conditions
 - ii. Information and informed consent (including risks)
 - iii. Referrer information (to be filled out by referring health professional)
- c. You will maintain a register of your current Lungs in Action class participants. Register information should include:
 - i. Full name
 - ii. Address
 - iii. Phone number
 - iv. Email
 - v. Emergency contact details / Next of Kin

8. Communication with Lung Foundation Australia

- a. You acknowledge the need to report serious incidents and/or injuries occurring or sustained by yourself or participants during a Lungs in Action class. The Communication Form (page 59) needs to be completed as soon as practicable and sent to the Lungs in Action Program Manager.
- b. You will follow the local processes and procedures for handling complaints and will report the details of any complaints received to the Lungs in Action Program Manager.
- c. You consent to receiving regular communications regarding the Lungs in Action Program, including:
 - i. LungNet News (consumer newsletter)
 - ii. Airwaves (clinical newsletter)And;
 - iii. Marketing Communications (unless you opt out)
- d. You are required to update your Lungs in Action class information annually. You agree to participate in this process as directed by the Lungs in Action Program Manager. You agree to contact the Lungs in Action Program Manager to notify of class / instructor changes within 2 weeks of said change occurring.

- e. You agree to provide feedback on the Lungs in Action program should it be requested by the Lungs in Action Program Manager.
- f. All Lungs in Action participants should be provided with the opportunity to receive consumer communications from Lung Foundation Australia. You agree to inform all Lungs in Action participants that their contact information will be provided to LFA (for the purpose of LungNet news) unless they specify that they do not wish to receive communication from Lung Foundation Australia.

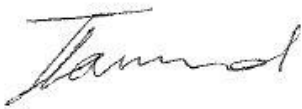
9. Resources

You acknowledge and demonstrate correct use of the following supporting resources available in the Lungs in Action Training Manual

- a. Emergency plan (page 60-62) is printed and visible to class participants.
- b. DRSABCD action plan (page 63) is printed and visible to class participants.
- c. Modified BORG Scale (page 64) is printed and visible to class participants.
- d. Message cards (page 66) are handed out to participants for individual reminders as needed.
- e. Breathlessness diagram (page 67) is printed and visible to class participants.
- f. Recognise a heart attack (page 68) is printed and visible to class participants.
- g. Modified and non-modified rating of perceived exertion (pages 83-84) is used as needed.
- h. Symptoms of exercise intolerance (page 71) is used as needed.
- i. Symptoms of hypoglycaemia (page 72) is used as needed.

Review period

One year from date of signing below.



Toni Hammond

Pulmonary Exercise Coordinator

Lung Foundation Australia

Instructor name

Date