

# STAND UP! Facilitator Guide and Frequently Asked Questions

*The information provided below is to support  
STAND UP! facilitators during the onboarding process.*

## Summary of Contents

1. STAND UP! Program Overview .....	Pg 2
STAND UP! Video .....	Pg 2
2. Participant Screening and Medical Authorization .....	Pg 3
3. Pre/Post-Participant Evaluation .....	Pg 3
4. Logistics of Running STAND UP! Classes .....	Pg 4
5. Prevention Session Component .....	Pg 5
6. Exercise and STAND UP! At Home Components .....	Pg 6
7. Safety and Security .....	Pg 7
8. Reporting and Evaluation .....	Pg 8

*For further information about items discussed in this guide, please contact the Community Support Services agency you are affiliated with. Local [Public Health leads](#) with the Stay on Your Feet strategy can also further support you with information as needed.*

# 1. STAND UP! Program Overview

- 1.1 Why is STAND UP! the fall prevention program offered to older adults in northeastern Ontario?**
- STAND UP! was chosen as the fall prevention program in northeastern Ontario because it is an evidence-based program consisting of both exercise and prevention education. STAND UP! was developed by the Public Health Department of Santé Montréal and supports older adults to improve their quality of life. The program is designed to encourage older adults to stay physically active and increase confidence in managing falls.
- 1.2 Can the STAND UP! program be modified?**
- No. To ensure the integrity of the program, STAND UP! must be offered as it is presented in the Instructor's Guide. STAND UP! must be offered two days a week, for one hour one day and one and a half hours the other day.
- 1.3 What are the qualifications to be a STAND UP! facilitator?**
- STAND UP! facilitators are required to have a background in exercise and body mechanics and have experience working with older adults. Many facilitators have completed the [Seniors Fitness Instructor's Course](#) through the Centre for Activity and Aging.
- 1.4 How many participants are in a STAND UP! Class?**
- STAND UP! is designed to be offered to a group of 10 participants per facilitator. More information can be found on page 2 of the *STAND UP! A Fall Prevention Program for Seniors Instructor's Guide*.
- 1.5 Can participants join STAND UP! on a drop-in basis?**
- No, STAND UP! is not a drop-in program. Participants must be screened using the Participant Selection Grid and registered into the STAND UP! program. Participants must commit to attending all 24 sessions (2 sessions per week for 12 weeks). The commitment form is included in the Participant File and is completed at intake.

This [STAND UP! video](#) provides an overview of the class including comments from participants and facilitators.

## 2. Participant Screening and Medical Authorization

### 2.1 Who completes the participant intake screening / Participant File?

- All STAND UP! participants must be screened for eligibility using the Participant File and registered into the program. Please contact your program manager or the Community Support Service agency that hired you to discuss who completes this process.

### 2.2 Are facilitators provided with a copy of the medical authorization if required for a participant?

- STAND UP! facilitators should be aware if a participant has received medical authorization to participate. Facilitators should be made aware of any partial restrictions or specific instructions related to a program participant. Please contact your program manager or the Community Support Service agency that hired you to learn the procedure for accessing this information.

### 2.3 If a facilitator receives the medical authorization, where should the document be stored?

- If a facilitator is provided with medical authorization documentation by a participant, they should connect with their manager or the community support service agency that hired them to discuss the organization's privacy and confidentiality procedures. This document should be stored in a private, safe, and secure location.

## 3. Pre and Post-Participant Evaluation

### 3.1 Who completes the pre and post-evaluation (e.g., tandem test, one-legged test, Sit-to-stand test, Timed Up and Go (TUG))?

- STAND UP! facilitators are provided training at the in-person facilitator training on how to conduct the pre and post-participant evaluation tests done on weeks 1 and 12. The facilitator will conduct these tests as outlined on pages 27 to 38 of the exercise component guide. This data is provided to Ontario Health at the program's completion.

## 4. Logistics of Running STAND UP! Classes

### 4.1 Who secures the locations of the classes?

- Finding locations that are safe and accessible to offer STAND UP! can be challenging. Please contact the Community Support Service agency that hired/ contracted you to discuss this further.

### 4.2 Who provides STAND UP! facilitators with the equipment required to offer the program?

- The Community Support Service agency that hired/ contracted you will provide STAND UP! facilitators with the equipment required to offer the program. Some of this equipment can be used ongoing for classes, and some is given to participants to use at home and will need to be replenished.

### 4.3 Where is equipment stored while offering STAND UP! over 12 weeks?

- The storage location will be different depending on the facility that the classes are offered in. Please contact your program manager or the Community Support Service agency that hired you to discuss where equipment is stored while offering the program.

### 4.4 Who is responsible for cleaning and disinfecting equipment?

- STAND UP! facilitators are responsible for cleaning and disinfecting equipment at the end of each class. Please contact your program manager or the Community Support Service agency that hired you to discuss their organization's practices.

### 4.5 Who provides STAND UP! facilitators with print resources to provide to participants (e.g., education resources, prevention session activities, home exercise plans, etc.)?

- The Community Support Service agency that hired/ contracted you will provide STAND UP! facilitators with print resources to provide to participants. Each agency has access to these documents digitally on the Ontario Health SharePoint website for ease of printing.

### 4.6 What happens if I am sick and cannot facilitate a class?

- STAND UP! classes should be canceled if a facilitator is experiencing cold or flu-like symptoms. Please contact your program manager or the Community Support Service agency that hired you to discuss options (e.g., if there is an alternative facilitator that can support, if there is an opportunity to extend the 12 weeks based on facilitator and facility availability, etc.).

**4.7 What happens if I am not available to offer the full STAND UP! program (e.g., 12 weeks, twice a week)?**

- If you are not available for the full program you may not be eligible to facilitate STAND UP! STAND UP! is an evidence-based program that must be offered two days a week, for 1 hour one day and 1.5 hours the other day, over 12 weeks. To maintain the integrity of the program, STAND UP! must be offered as it is presented in the Instructor's Guide. If it is determined that the program will not or cannot be offered as described in the Instructor's Guide, it should not be offered. Please contact the Community Support Service agency that hired/contracted you to discuss if there are alternative options available (e.g., co-facilitating arrangement).

**4.8 Where can I refer participants after the 12 weeks of STAND UP! are completed?**

- Many Community Support Service agencies offer various free community exercise classes in English and French for older adults (65 years and older). These include drop-in classes that run year-round. Additionally, many [Seniors Active Living Centres](#) offer exercise classes. If there are no alternative programs offered in a community, facilitators should emphasize the importance of the home exercise program developed through STAND UP! and [online/virtual options](#).

**4.9 What if I finish class early?**

- If the exercise class (scheduled for 1 hour) or the class that includes exercise and education (scheduled for 1.5 hours) is done before that amount of time is up, consider discussing information from a previous session or reviewing the home-based exercises with the group versus dismissing the class early.

## **5. Prevention Session Component**

**5.1 Is there an example of how to conduct and prevention session for STAND UP!?**

- A video has been developed by local Public Health leads with the Stay on Your Feet strategy to support facilitators in offering STAND UP! prevention sessions. The video contains helpful tips and tricks for preparing and offering sessions and reviews content and how these sessions are provided. The [STAND UP! Facilitator Training - Prevention Session Component](#) video can be viewed on YouTube and is a requirement for facilitators to complete before offering the program. If you would like to include closed captions as you

view the video, please select the **CC** (subtitles/ closed captions (c)) option at the bottom right-hand corner of the video.

## **5.2 What additional resources could be provided to participants?**

- Stay on Your Feet has additional resources that can be provided to participants of the STAND UP! program. Resources such as the Home Safety Checklist and Let's Be Active, Social and Strong fact sheets complement many of the prevention session topics. These resources can be found on the [Stay on Your Feet Resources for Older Adults Page](#) or by connecting with the [Stay on Your Feet Public Health Unit](#) lead in your area.

## **5.3 Can I bring in a guest speaker to speak about a prevention session topic?**

- Guest speakers have been a great option used by previous facilitators. Bringing in content experts such as pharmacists, dietitians, occupational therapists, and other professionals can provide participants with valuable fall prevention information. If you have a connection to a trusted service provider, it may be an option to bring them in as a guest speaker to help deliver information for the prevention session topic. If you do not have a connection with a trusted service provider, please contact the [Stay on Your Feet Public Health Unit](#) lead in your area as they may have a community partner that could provide support.

# **6. Exercise and STAND UP! Components**

## **6.1 How is an exercise session provided and set up?**

- Group exercise sessions are provided for 1 hour twice a week during the STAND UP! program. The exercise component of the STAND UP! Instructor's Guide provides a week-to-week layout of the material/ equipment required. It also outlines the warmup, balance, strength, and stretching exercises and their weekly progressions. The bounded resource is meant to be brought to each group exercise session to support the facilitator in delivering the class.

## **6.2 How do I progress with exercises over the 12 weeks?**

- Each week, exercises are progressed to ensure participants are challenging their balance and improving their strength. You will find in the exercise component each week notes on safety precautions, alternative movements if participants are having difficulty, suggestions on wording for introducing exercises, and options to increase difficulty. If you do not feel comfortable progressing with exercises, please contact your program manager, the Community Support Service agency that hired you, or the North East Specialized Geriatrics Centre to discuss further.

**6.3 What if after the STAND UP! Facilitator training, I am still not confident in my ability to demonstrate or progress exercises?**

- If you feel, after completing all components of the STAND UP! Facilitator training, that you are not confident in demonstrating or progressing exercises, please contact your program manager or the Community Support Service agency that hired you to discuss further. Mentorship may be an option depending on the availability of existing facilitators in your community or with your organization. Registered Physiotherapists from the North East Specialized Geriatrics Centre may also be able to provide you with additional resources and education to support you.

**6.4 Is there an option to co-facilitator or shadow a previously trained facilitator prior to offering the STAND UP! Program?**

- Please contact your program manager or the Community Support Service agency that hired/ contracted you to discuss options to co-facilitate or shadow previously trained facilitators.

**6.5 Is there a video demonstration of how the STAND UP! program is offered?**

- Currently, we do not have a video to demonstrate a STAND UP! class in its entirety. This [video](#) was created to show small clips of each component of the class and includes testimonials from participants and instructors. If you are looking for more information on how the STAND UP! program is offered, please review the Instructor's Guide and contact your program manager or the Community Support Service agency that hired/contracted you to discuss options to shadow, co-facilitate, and/or mentor.

## **7. Safety and Security**

**7.1 What happens if there is an incident at a STAND UP! class?**

- If an incident occurs while you are offering a STAND UP! class, please ensure that you report it to your manager and follow your organization's incident reporting and management policy and procedures.

**7.2 How do I get emergency contact information for participants?**

- Emergency contact information is provided by participants when completing the Participant File at intake. Please contact your program manager or the Community Support Service agency that hired you to discuss how to obtain this information.

### **7.3 How do I keep personal information and/or files secure?**

- Each organization will have their own privacy and confidentiality policies. Please contact your program manager or the Community Support Service agency that hired you to learn more about how they are keeping participant's personal health information safe and secure.

## **8. Reporting and Evaluation**

### **8.1 Am I required to report information after completing a 12-week session of STAND UP!?**

- Yes. After a 12-week session of STAND UP! is complete, information on where the class was held, dates when the class was offered, number of participants, age (average and range), and number of participants that improved from the pre to post-evaluation are provided to Ontario Health.

### **8.2 Is there a program evaluation completed at the end of a STAND UP! 12-week session?**

- Yes. There are evaluation forms for the facilitators and participants to complete at the end of the program. Self-evaluation forms for facilitators to reflect on offering exercise and prevention sessions should be completed to support continuous improvement. A participant satisfaction questionnaire should also be completed. These forms can be found on the Ontario Health SharePoint website that each agency has access to.