

Women's Heart Health Advocate Terms and Conditions of Participation

As a Women's Heart Health Advocate, you acknowledge and agree to the following terms and conditions. It is important to recognize that as a Women's Heart Health Advocate you are expected to act and adhere to the principles of the University of Ottawa Heart Institute (UOHI) set forth below, however, you are not an agent of the UOHI and you are not authorized to represent or make any decisions on behalf of UOHI.

The Canadian Women's Heart Health Centre (CWHHC) will support the Women's Heart Health Advocate and commits to the following:

1. To provide adequate orientation, training and assistance to enable you to meet the responsibilities of your role as a Women's Heart Health Advocate.
2. To provide supervisory support and to provide feedback on your performance.
3. To be receptive to any feedback that may help us mutually accomplish our respective tasks more effectively.
4. To treat you as an equal partner with staff, jointly responsible for accomplishing the CWHHC's mission, values and service goals.

The Women's Heart Health Advocate agrees and commits to the following:

1. To actively participate in the CWHHC programs for a **minimum of 6 months** and may continue to act in this role so long as mutually beneficial. If circumstances arise that prevent me from continuing to participate, I will discuss the situation immediately with the Women's Heart Health Advocate Program Lead.
2. To perform my Women's Heart Health Advocate volunteer duties to the best of my ability.
3. To meet designated time and duty commitments. In the event I cannot fulfill my duties, I will provide adequate notice of 48 hours so that alternate arrangements can be made for coverage.
4. To adhere to the policies and procedures of the CWHHC including health and safety, confidentiality, and conflicts of interest.
5. To act at all times in adherence with the mission, values and service goals of the CWHHC.
6. To maintain a firm commitment to professional conduct and respect the confidentiality of the information shared with me.

7. To not enter into a *counseling* relationship with women I support.
8. To not provide medical advice or recommendations but to empower women I support.
9. To not deal with issues that require professional help (i.e., depression, suicide, problems with caregivers) but to seek help from third parties to remedy to the situation.
10. To not hold myself out as an agent, employee, or authorized representative of the UOHI.
11. To not use or copy the program manual or materials outside of the context of a Women's Heart Health Advocate presentation or meeting.

We look forward to having you on board!