

HEALTHY HEART AMBASSADOR PROGRAM

Considerations



MEETING SPACE

Office Hours require a space to conduct one-on-one consultations for 3-8 hours per week. Three separate office hour blocks each week is encouraged, depending on your community's needs. Nutrition Education Seminars require a space to facilitate a 1-hour Nutrition Education Seminar each month for a group of participants.

Questions to consider:

- Is the space accommodating to the priority population(s), especially those experiencing health disparities and inequities?
- Is the space convenient, accessible, and available during Office Hours?
Is the space safe and secure, especially during Office Hours?
- Does the space allow for privacy and confidentiality? Does the space facilitate relationship building?
- Will this space be available for the duration of the program (4 months)?

STAFFING

Program Manager	Healthy Heart Ambassador/Program Facilitator
External outreach	Enroll participants
Operations	Provide office hour consultations
Staff support	Provide weekly support messages
Supervision	Document program activities
Lead huddles	Deliver or attend Nutrition Education Seminars



HEALTHY HEART AMBASSADOR PROGRAM SUPPLIES



- Blood pressure cuffs (1 for each HHA; plan for how participants will acquire cuffs)
- Computer with internet
- Projector (if in-person)
- Handouts (PDF or printed)

COST CONSIDERATIONS

- Staffing
- Training costs
- Technology
- Supplies (cuffs, lock box, etc.)
- Program promotion (brochures, fliers, program materials, etc.)

PROGRAM PRICING

- Will you charge a program fee?
- Will the fee cover your organization's expense to run the program?
- If not, how will you subsidize the program?

FORMS AND PAPERWORK

Your organization will need to determine what information you'll collect and what forms will be required. Example forms might be:

- Authorization for use and disclosure of health information Informed consent
- Enrollment form Office hours log
- Nutrition Education Seminar attendance sheet

STAFF TRAINING

Allot time for your program facilitators to receive the following trainings:

- Introduction to the Healthy Heart Ambassador Blood Pressure Self- Monitoring Program e-Module (~1 hour)
- Program Facilitator Training (~5 hours)

You may also choose to require program facilitators to attend trainings on:

- Your organization's HIPAA privacy & security training
- Motivational interviewing



Courtesy of Kansas Department of Health and Environment.
Revised by DPBH March 2023

