

HEART WISE EXERCISE

INFORMATION ABOUT BECOMING A PARTNER SITE WITH **HEART WISE EXERCISE**

Thank you for your interest in Heart Wise Exercise. The basic premise is providing a logo to identify programs, either in-person or virtual, in your organization that are appropriate for clients with, or trying to avoid chronic conditions - it is meant to be a “beacon” of sorts, letting the clients know that the instructors feel comfortable having them in their classes and letting “referrers” in the health care settings know that these are ideal programs to which they can refer their patients.

For further insight on HWE, please find below some videos that explain the concept:

- **From the perspective of the participant:** <https://vimeo.com/118251720>
- **From the perspective of the fitness leader:** <https://vimeo.com/118254542>
- **From the perspective of the referrer:** <https://vimeo.com/118250379>

STEPS INVOLVED:

1. TRAINING

In order to become designated, each person providing the HWE service will need to take or have taken the HWE Training Program. It is available through online modules and/or in person or virtual sessions we could potentially arrange. We request that anyone overseeing program development and staff of the potential HWE classes take the FULL training program, whereas the minimum mandatory module for all staff teaching a HWE class is the single module: **Intro to Heart Wise Exercise.**

For a full description of the Training Program, visit:

<https://heartwise.ottawaheart.ca/professionals/heart-wise-exercise-training>

THE COST FOR THE TRAINING IS **\$125/PERSON.**

FOR THE FULL
TRAINING, WE
CAN OFFER A
GROUP RATE:

- 2-4 ppl - \$95 per person
- 5-9 ppl - \$80
- ≥10 ppl - \$70
- The cost for the minimum mandatory module is \$15. Group rate >5 people \$10.



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2. SITE VISIT

The **next step** is a site visit to ensure the program(s) in question meet the **6 HWE criteria** (visit <http://heartwise.ottawaheart.ca/get-wise/what-heart-wise-exercise> for details). Working with the partner site, we complete the HWE Site Visit Checklist or HWE Site Virtual Checklist (see attached). Information collected on this checklist ensures the criteria are met and provides information about the program(s) to inform the **HWE website interactive map locator**: <https://heartwise.ottawaheart.ca/locations/map>

3. TERMS AND CONDITIONS

The **Terms and Conditions** document signed by your organization is the formal step in becoming a HWE partner site (please see attached). As per the terms and conditions, a few other items are required (proof of insurance for example). You will note that one of the criteria for in-person programming is the presence of an AED.

The cost for the HWE designation is \$150/facility, renewable every 2 years. This includes the site visit and designation process as noted above, as well as we would provide you with logos for indicating your HWE programs and some other marketing materials. We will also list your location on our website.

4. LOCAL CONNECTIONS

We aim to facilitate connections between you and the health care providers in the region, particularly those offering cardiac rehabilitation, diabetes education, pulmonary rehab etc. You can let us know how we can best help you with this step.

APPENDICES:

APPENDIX 1 | A one page summary of HWE

APPENDIX 2 | The “Terms and Conditions” – used to designate HWE Programs.

APPENDIX 3 | The “HWE site visit and checklist” – used to designate HWE Programs.

APPENDIX 4 | The “HWE Virtual site visit and checklist” – used to designate HWE Programs.



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APPENDIX 1 | SUMMARY OF HWE

Heart Wise Exercise (HWE) is a model for safe and appropriate exercise programming developed by the University of Ottawa Heart Institute (UOHI) in partnership with many community agencies. The objectives of Heart Wise Exercise are to identify exercise programs that are most suitable for:

- Those at risk for a variety of chronic health issues such as heart disease, diabetes, stroke (TIA), cancer and obesity, and
- Those who are graduating from cardiovascular or other rehabilitation programs looking for long term support.

WHAT MAKES A PROGRAM OR CLASS “HEART WISE”?

- Encourages regular, dally aerobic exercise
- Incorporates warm up, cool down and self-monitoring with all exercise sessions
- Allows participants to exercise at a safe level. and offers options to modify intensity if appropriate
- Accepts participants with a cardiac disease (or other chronic conditions), provided they have physician approval. where appropriate
- Offers health screening for all participants
- Has an emergency plan that is documented and known to all exercise leaders.
 - For in-person exercise
 - The requirement of current CPR certification
 - Phone access to local paramedic services and
 - Presence of an AED
 - For virtual exercise
 - Advises participants to create a Personal Emergency Plan* including phone access to local paramedic services

* A Personal Emergency Plan should include the following:

- Advise another person they are doing an exercise class it.
- Ensure there is a phone nearby
- Clear the area where they will be exercising of any tripping hazards
- Wear appropriate footwear

These criteria could cover a variety of different levels and type of programs.

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Program options range from structured group fitness classes to walking programs to personal training. A searchable map at heartwise.ottawaheart.ca/locations helps participants discover HWE programs in their area.

Training fitness professionals and exercise leaders is a core component of the HWE model. To date, over 2000 fitness leaders have been trained. The HWE training program is available through a combination of online modules and in-person sessions.

The HWE model was created to serve cardiac patients within the Ottawa Region. Since its inception it has been expanded to reach those with other chronic conditions, including stroke, diabetes, COPD and osteoporosis and has been adopted in many regions throughout Ontario and Canada - there are currently over 400 HWE programs. UOHI partners with other health care centres and physical activity networks to create regional centres of excellence through which the HWE model is disseminated locally, allowing the program to reach more people in communities where they live.

For more information and to connect with Heart Wise Exercise email heartwise@ottawaheart.ca

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APPENDIX 2 | TERMS AND CONDITIONS TO OBTAIN HEART WISE EXERCISE DESIGNATION

In order to obtain a Heart Wise Exercise (“HWE) designation for two years, starting _____, the _____ (“Organization”) hereby covenants and agrees to the following terms and conditions:

1. Only use the HWE approved logos, which are:



2. Only associate the HWE approved logos with exercise programs that meet the six mandatory HWE criteria.
3. Submit all media or promotion materials, in print or electronic format, that reference the HWE model and/or use the HWE logo, to the applicable HWE Regional Coordinating Centre (RCC) for review and approval prior to dissemination.
4. Include in all Organization print and/or electronic materials that reference the HWE model, the following information in entirety:

The Heart Wise Exercise programs are intended for participants who are interested or concerned about their health.

Heart Wise Exercise programs meet the following criteria:

1. Encourages regular, daily aerobic exercise.
2. Encourages and incorporates warm up, cool down and self-monitoring with all exercise sessions.
3. Allows participants to exercise at a safe level and offers options to modify intensity.
4. Includes participants with chronic health conditions – physician approval may be required.
5. Offers health screening for all participants.
6. Has a documented emergency plan that is known to all exercise leaders.

These criteria could cover a variety of different levels and type of programs. Please read the program description provided to find the Heart Wise Exercise program most suitable for you. If you are unsure, please contact the program operator.

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5. Ensure that each and every person teaching a Heart Wise Exercise designated program has successfully completed HWE recognized training, which includes the brief online HWE module, or the comprehensive in-person HWE program offered by the RCC or the University of Ottawa Heart Institute, which is the HWE Central Coordinating Centre (CCC). At least one active instructor at each Organization must have completed the comprehensive in-person HWE program.
6. Identify one representative of the Organization to act as HWE liaison with the RCC and CCC.
7. Cooperate and participate in audits and evaluations as requested by the RCC and/or CCC.
8. Notify the CCC of any known unauthorized use of the HWE trade-mark or logo, such as promoting programs that do not meet the HWE criteria or using the HWE logo without approval.
9. Maintain general liability insurance in the amount of \$1 million per occurrence for the duration of having a HWE designation.
10. Represent and warrant that the Organization shall be liable for any and all losses, damages, claims, and expenses, which may arise from participation in the HWE network and/or HWE designation.
11. Participate in a re-designation session every two (2) years in order to maintain the HWE designation.
12. Acknowledge that the CCC may terminate the Organization's HWE designation at any time for any reason.

On behalf of the Organization, I, _____, a duly authorized representative, agree to all of the above terms and conditions set forth above.

Signature: _____

Date: _____

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APPENDIX 3 | HWE SITE VISIT CHECKLIST

The Heart Wise Exercise™ initiative developed by the University of Ottawa Heart Institute (UOHI) is intended to help individuals with, or at risk for a chronic condition feel comfortable exercising at community facilities. Maintaining the standard of Heart Wise Exercise™ is an important factor in the success of this program. **This assessment tool is intended to assist program administrators in determining if their physical activity programs can be designated as Heart Wise Exercise™.** Heart Wise Exercise™ programs are intended primarily to help people adopt a physically active lifestyle. They include a spectrum of physical activity and sports programs to accommodate the various interests and physical abilities within the cardiac and chronic disease population. Please complete the following questions to determine if your program(s) meet these criteria.

HEART WISE EXERCISE™ CRITERIA		ARE CRITERIA MET? YES, NO OR N/A
Program Design:		
1	The program provides exercise options to help participants choose their appropriate level of intensity.	
2	If there is a competitive nature to the activity, does it enable participants to be exercising at an appropriate level?	
3	Is there time allocated after class for the instructor to answer questions of participants?	
Instructor(s):		
4	Current in CPR and AED use? (verbal yes/no from instructor is sufficient)	
5	Encourages participants to do daily physical activity, including outside of the class setting.	
6	Teaches clients how to monitor themselves (i.e., intensity) using RPE and other methods.	
7	Incorporates a gradual and progressive warm-up, and gradual cool down.	
8	Reads screening tools and/or provides verbal screening (e.g., PAR Q, registration/assessment forms or the instructor verbally asks the class if anyone has a health condition they would like to share with the leader). If not observed, verbally ask the instructor if they systematically screen exercise participants for health conditions that could impact their exercise intensity in the class.	
9	Is the instructor able to identify the signs of over-exertion? (If the instructor does not ask about this during the class, ask them after “What signs and symptoms they watch for in the participants that would suggest the participant was over-exerting themselves?” Enter ‘yes’ if they are correct.)	

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HEART WISE EXERCISE™ CRITERIA		ARE CRITERIA MET? YES, NO OR N/A
Safety:		
10	There is an emergency plan that is documented and known to the exercise leader. (ask the instructor verbally)	
11	If there is a competitive nature to the activity, does it enable participants to be exercising at an appropriate level?	
12	AED is available, on-site and accessible at all times during Heart Wise Exercise programs.	
13	Screening tools are offered to the client before or on the first day of the program (for registered programs or memberships).	
14	Heart Wise Exercise™ promotional material will be posted at program / facility.	
15	Has the instructor completed HWE training?	

ITEMS TO COMPLETE/SEND TO UNIVERSITY OF OTTAWA HEART INSTITUTE:

1. Completed checklist (above) : Use the text boxes to describe how your program/s meet the specific criteria
2. Completed website information box (below). This is the information we use to put your facility on the HWE™ website
3. Reference letter – From someone in your community that refers/encourages their patients to exercise at your facility (ie GP, physiotherapist, chiropractor etc).
4. Proof of insurance
5. Documented emergency plan
6. Signed Terms and Conditions
7. Site initiation Fee (\$150)
8. HWE™ training – List of employees who have completed HWE training along with date training completed:

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ITEMS REQUIRED FOR HWE WEBSITE

Facility Name: _____ Phone number: _____

Address: _____

Website (specific link to Heart Wise Exercise information ideal): _____

Class Name: _____ Free Option: Yes No

Class description: _____

Tick all that apply:

- | | |
|--|--|
| <input type="checkbox"/> Aquafit | <input type="checkbox"/> Yoga |
| <input type="checkbox"/> Group Fitness | <input type="checkbox"/> French speaking |
| <input type="checkbox"/> Individual Conditioning | <input type="checkbox"/> Free |
| <input type="checkbox"/> Walking Program | |

****Please send the schedule for all HWE classes.**

CONTACT INFORMATION

Name: _____ Phone number: _____

Email Address: _____



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APPENDIX 4 | HWE VIRTUAL SITE VISIT CHECKLIST

The Heart Wise Exercise™ initiative developed by the University of Ottawa Heart Institute (UOHI) is intended to help individuals with, or at risk for a chronic condition feel comfortable exercising at community facilities. Maintaining the standard of Heart Wise Exercise™ is an important factor in the success of this program. **This assessment tool is intended to assist program administrators in determining if their physical activity programs can be designated as Heart Wise Exercise™.** Heart Wise Exercise™ programs are intended primarily to help people adopt a physically active lifestyle. They include a spectrum of physical activity and sports programs to accommodate the various interests and physical abilities within the cardiac and chronic disease population. Please complete the following questions to determine if your program(s) meet these criteria.

HEART WISE EXERCISE™ CRITERIA		ARE CRITERIA MET? YES, NO OR N/A
Program Design:		
1	The program provides exercise options to help participants choose their appropriate level of intensity.	
2	If there is a competitive nature to the activity, does it enable participants to be exercising at an appropriate level?	
3	Is there time allocated after class for the instructor to answer questions of participants?	
Instructor(s):		
4	Encourages participants to do daily physical activity, including outside of the class setting.	
5	Teaches clients how to monitor themselves (i.e., intensity) using RPE and other methods.	
6	Incorporates a gradual and progressive warm-up, and gradual cool down.	
7	Reads screening tools and/or provides verbal screening (e.g., PAR Q, registration/assessment forms or the instructor verbally asks the class if anyone has a health condition they would like to share with the leader). If not observed, verbally ask the instructor if they systematically screen exercise participants for health conditions that could impact their exercise intensity in the class.	
8	Is the instructor able to identify the signs of over-exertion? (If the instructor does not ask about this during the class, ask them after “What signs and symptoms they watch for in the participants that would suggest the participant was over-exerting themselves?” Enter ‘yes’ if they are correct.)	

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HEART WISE EXERCISE™ CRITERIA		ARE CRITERIA MET? YES, NO OR N/A
Safety:		
9	Are participants encouraged to create a personal emergency plan that is documented and known to the exercise leader?	
10	Screening tools are offered to the client before or on the first day of the program (for registered programs or memberships).	
11	Heart Wise Exercise™ promotional material will be posted online.	
12	Has the instructor completed HWE training?	

ITEMS TO COMPLETE/SEND TO UNIVERSITY OF OTTAWA HEART INSTITUTE:

1. Completed checklist (above): Use the text boxes to describe how your program/s meet the specific criteria
2. Completed website information box (below). This is the information we use to put your facility on the HWE™ website
3. Reference letter – From someone in your community that refers/encourages their patients to exercise at your facility (ie GP, physiotherapist, chiropractor etc).
4. Proof of insurance
5. Documented emergency plan
6. Signed Terms and Conditions
7. Site initiation Fee (\$150)
8. HWE™ training – List of employees who have completed HWE training along with date training completed:

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ITEMS REQUIRED FOR HWE WEBSITE

Facility Name: _____ Phone number: _____

Address: _____

Website (specific link to Heart Wise Exercise information ideal): _____

Class Name: _____ Free Option: Yes No

Class description: _____

Tick all that apply:

- | | |
|--|--|
| <input type="checkbox"/> Group Fitness | <input type="checkbox"/> Yoga |
| <input type="checkbox"/> Individual Conditioning | <input type="checkbox"/> French speaking |
| <input type="checkbox"/> Walking Program | <input type="checkbox"/> Free |

****Please send the schedule for all HWE classes.**

CONTACT INFORMATION

Name: _____ Phone number: _____

Email Address: _____

