

## Barix Clinics Support Group Guest Speaker/Material Guidelines

### Guest Speaker Guidelines

1. Respects patients' privacy and confidentiality.
2. Imparts attitudes and information consistent with Barix program guidelines and policies.
3. Creates opportunities for questions, comments, clarifications, and expression of feelings and opinions.
4. Explains materials used.
5. Encourages active participation, and listens actively.
6. Summarizes major presentation points, reviews objectives before concluding.
7. Available after presentation (if at all possible) for members to approach with comments/questions.
8. Trained and experienced with presentation material.
9. Do not solicit any products, or take orders, during the Barix Support Group meeting.

Prior to scheduling a Speaker within the support group, Support Group Leaders are asked to complete a Speakers Request Form, which is approved by site based Support Group Barix liaison (Nutritionist, Support Group Services staff, Group Practice Manager).

Requests for Speakers should be submitted 2 months prior to anticipated presentation to facilitate approval process, and allow for notification of special event to support group members.

Barix Clinics Support Group  
Guest Speaker Request

Please complete this form and submit to Support Group Services 2 months prior to anticipated presentation by Speaker. This allows for sufficient time to obtain approval and notify support group members of schedules.

Topic:

Date:

Speaker:

Learning objective:

Anticipated length of presentation:

Speaker qualifications:  
(please attach if available)

Outline available:  
(please attach)

Submitted by \_\_\_\_\_ date \_\_\_\_\_

Support Group \_\_\_\_\_

Approval \_\_\_\_\_ date \_\_\_\_\_