

START UP CHECK LIST

- ___ Call your State Rep and ask for list of Section members in your area
- ___ Send out a survey to see who would be interested in starting up a study group (sample survey attached)
- ___ Decide where the first meeting is going to be – at whose clinic
- ___ Get a “popular” speaker to get everyone excited enough to come.
 - Physician speaker on vulvar vestibulitis, incontinence surgery, interstitial cystitis, indication and types of vaginal orthotics
- ___ Send a letter/ email out to therapists within a 50+ mile radius to let them know where the meeting is and the agenda for the meeting. They do not have to belong to the SOWH – however, plan to persuade them to join the Section. Call the SOWH office and ask for membership application forms. 1-800-999-2782 ext 3229 and ask for DENA KILGORE.
- ___ Also plan that the participants RSVP and plan to stay 45 minutes after the speaker so that you may plan for the future of this study group
- ___ Provide snacks
- ___ Get a sponsor (vendor) for the study group if you can. Call the Director of Financial Development to assist with this process. They will provide the snacks and drinks and in turn they may have the “floor” for 10 minutes to plug their product. Your State Rep may also have information on how to contact a local vendor (Sample letter attached)
- ___ Call the Section for information on the most recent list of upcoming seminars OR go to the website and print them off.

PLANNING FOR THE FUTURE OF THE STUDY GROUP

- ___ Have each member present plan to call at least 3 other therapists she knows to attend the study group.
- ___ Encourage each therapist to have the members join the Section on Women's Health if they are not already a member.
- ___ Have several suggestions ready on what you are going to do at the study groups in the future.
- ___ Have a future dates and locations already planned – Quarterly is most reasonable.
- ___ Where are the meeting going to be held – at the same clinic each time or rotate locations?
- ___ Draft topics for the next 6 sessions
- ___ Determine/assign responsibility for contacting sponsoring vendors, sending out reminders, contacting speakers, arranging food and drinks, copying of materials etc.
- ___ Determine if you want to start a “kitty” for miscellaneous expenses – copying etc. and there will be an accounting at each meeting. For example, each member donates \$10 per year.
- ___ Call your State Rep and inform her of the dates and topics of your study group so she can also assist with “spreading the word”

MAINTAINING THE STUDY GROUP: WHAT'S IN IT FOR ME? WHY SHOULD THEY KEEP ATTENDING?

- Make the topics clinically relevant.
- Review your State Practice Act and see if some of the lectures may be appropriate for CEU's
- You may want to make the group more formal - e.g MAINE WOMEN'S HEALTH PHYSICAL THERAPY NETWORK (see contact person). This group may apply for Grants together and are already meeting to develop evaluation tools and share patient outcomes data for various diagnostic groups for research.
- You may want to just have some sessions that are “clinical pearls”. Ready to use clinical information
- Have two members of the study group present a review of recent articles, two techniques on how to release the piriformis, coccygeus etc. Rotate groups
 - Decide on a clinical topic and have each member bring different pieces of the whole.
 - Example: **Interstitial Cystitis:**
 - Member 1: Know probable causes Member 2: Diagnostic procedures
 - Member 3: Medical management Member 4: Physical Therapy Intervention
 - Member 5: Most recent updates
- Make each member feel a part of the group by giving them assignments and asking for their input and urging participation.
- Always inform participants on how much TIME AND MONEY they will have to commit. These are two most common “objections” towards participation. Knowing what is required up front helps members plan and make a commitment.

SURVEY FOR WOMEN'S HEALTH STUDY GROUP (5 MINUTES TO COMPLETE)

Location _____ (list towns, cities)

Dear colleague.

I would like to start a fellowship and study group in our area for physical therapy issues for women. I would appreciate your input.

Please take the time to answer the following questions. THANKS FOR TAKING THE TIME TO RESPOND.

Question	Yes	No	Maybe
Would you be interested in participating in a QUARTERLY study group that focuses on women's health issues and physical therapy? ____Yes ____No If you answered "no" or "maybe" please list some of the obstacles to attendance:			
Would you be interested in administrating the group in anyway? ____Yes ____No What would you like to do? ____Arrange for food ____Contact speakers ____Contact vendors to sponsor the group ____Send letters to participants ____Collate RSVP's ____Other_____			
What topics are of interest to you? <i>Please be as specific as you can to help us make the best use of your time!</i> ____Physician speakers. Topics _____ ____Certified Nurse Midwives.Topics _____ ____Physical Therapists specializing in women's health. Topics: _____ ____I would like the study group members to discuss <input type="checkbox"/> evaluation tools <input type="checkbox"/> clinical interventions <input type="checkbox"/> collect and share outcomes data			
What day of the week is most convenient for you to attend a study group? ____Mon ____Tues ____Wed ____Thurs ____Friday ____Saturday	What time of the day is most convenient for you to attend a study group? ____5:30 pm ____6 pm ____6:30 pm ____7 pm Other_____		
Are you a member of the Section on Women's Health of the APTA? ____Yes ____No . If you answered no, what can we do to help you join the Section? _____ <input type="checkbox"/> Need more information <input type="checkbox"/> Not sure how it will help <input type="checkbox"/> Need to speak with a Board member <input type="checkbox"/> I am not familiar with the services the Section offers			
Any Other comments?			

Where can we reach you?

Name: _____ Address: _____

Email address: _____ Day time phone _____

Please return the completed survey to _____

Your name, Title, Relationship to the SOWH - add e-mail and phone numbers

SAMPLE EMAIL OR LETTER TO ANNOUNCE MEETINGS

Dear Colleague

The (Houston area) women's health study group has scheduled a meeting on (Wednesday, October 14th at 7 pm) at (Women's Physical Therapy Clinic 1000 Washington Avenue, Anytown, 77002)

Speaker: (John Doe D.O) – an Osteopathic physician

Topic: Manual Therapy Techniques during Labor

Length of Presentation : 7 – 7:45 pm and 10 minutes for discussion and questions

After this presentation, there will be a study group meeting from 8-8:45 pm on the following topics:

- Possible speakers for year 2006
- Topics that have had the highest attendance
- Do we need to start a fund to allay some of the costs of printing and food?
- Who will take over from (Melissa) for 2006 as speaker liaison?
- Any other discussion from the group.

If you have any other agenda items, please send them to me at least 3 days before the meeting. We hope to see you – please call us and let us know if you CANNOT attend. This will save us from wasting food and copy paper.

Your truly

(Fatima Hakeem)
Study Group Coordinator

Fatima Hakeem PT – Executive Board Member
Section on Women's Health – APTA
1000 Any Street
Anytown USA 70000

November 12, 2005

Dear (Vendor)

The Section on Women's Health Study group (Houston area) meets quarterly to host various speakers and exchange professional/clinical information.

Your product (name product) might be of interest to our group. We would like you to consider sponsoring one (or more) of our study groups. In return, you would have the opportunity to showcase your products to a group of potential buyers. This would include setting up a table for displaying your product and a 10-minute presentation before the speaker does his/her presentation.

Sponsorship consists of providing funds for food and drinks for (15) people. You may either bring and food/drink yourself or we will make the arrangements and you would pay for the food. Based on past experience the food has cost \$7-8 per person, therefore the average cost per session would be \$120. Should you choose to provide the food, please plan on it being chicken and vegetable wraps or sandwiches, chips, cookies and assorted sodas. Water bottles are also appreciated.

I hope you will consider this opportunity an inexpensive and effective way to exhibit your product to our group.

Dates and topics of the next three meetings are:

11/12/05 Wednesday 7 pm Speaker: Dr. John Smith : Interstitial Cystitis

2/15/06 Wednesday 7 pm Speaker Jane Doe DPT : Sacroiliac joint problems in pregnancy

5/20/06 Wednesday 7 pm Speaker: Jillian Cooper Phd: New research of efficacy of biofeedback for the treatment of fecal incontinence

Please contact me if you have any questions. I can be reached at 713-555-0001 or by email at fatimahakeem@cyberspace.com

Yours truly

Fatima Hakeem PT – Secretary
12/04

