

# Guidelines for the DVD CHIP Lectures / Segments

These Guidelines will help you to optimize the use of the DVD CHIP materials. These Guidelines follow the same format as the “Time Chart of the New DVD CHIP Daily Program” listed below. To get the most out of these Guidelines, please have available a copy of the Time Chart and the Daily Time Charts listed below. These documents are found in the *CHIP Daily Program Guide*.

You will also find the following documents on [www.CHIPhealth.com](http://www.CHIPhealth.com) by clicking on the CHIP Resources tab on the Home Page:

- Time Chart of the New DVD CHIP Daily Program (1 pp)
- Content of the Updated DVD CHIP Daily Program (1 pp)
- Daily Time Chart for the DVD CHIP Daily Program (16 pp)
- DVD CHIP Daily Program Clinical Rounds Transcript (Updated, 42 pp)

## 1. The Bonus Option

On the Time Chart, you will notice nine segments listed at the top which begin with Lecture # . These segments are in the sequence that would be followed when you conduct your CHIP program. Each program has a Lecture # and begins with a Welcome, next the Bonus Option is presented, then follows the Review of the Learning Objectives, etc. At the top of the page you will also notice Bonus Selections #1, #2, #3, and # 4.

The Bonus Selections review important points from the previous presentation and help to bring these important points home in a new way. It is shown after the “Welcome.”

- The Bonus Selections are available for programs #2, 3, 6, 7, 9, 12, 13 and 15.
- They are short, ranging from 3 to 6 minutes each.
- There are one to four Bonus Selection choices. During most Daily Programs, only the selection that has been marked ◦, like 4◦, is shown.

For example, use the Bonus Option found on DVD #1 (bonus selection #3, 4:01 minutes) to open up CHIP program #2, right after your “Welcome”.

Another example: when you are doing CHIP program #15, you would play the Bonus Option found on DVD #14 (bonus selection #1, 6:26 min). This Bonus Option gives a true-to-life application to the theme of the previous presentation dealing with adaptability. The Bonus Option reviews the important concepts from the previous presentation in a new way.

Should you, however, need some filler for the “Live Presentation,” then you can use some of the other non-designated bonus selections. For instance, program #5 gives you 42 minutes for the “Live Presentation.” To fill some of your allotted time there, you could use the 4-minute bonus selection of DVD #4.

## **Bonus # 1 and Lecture #1 – Dr. William’s Introduction of Dr. Diehl**

When you show DVD #1, use Bonus Option #1, “Dr. Diehl Introduction.” This is an excellent introduction to the program by cardiologist Dr. Alicia Williams. Before her 5-minute presentation, please tell your audience:

“Before we present Dr. Diehl’s lecture, you will see an important introductory message and then the lecture will begin.”

NOTE: After Dr. Williams’ introduction you will need to return to the Main Menu (Home Page) to begin the Main Lecture. [Most cases this would be the ‘Enter’ button two times]

## **2. Learning Objectives**

Following the Bonus Options is the Review of the *Learning Objectives*. The *Learning Objectives* consist of questions from the previous program. These are essential points from the Lecture. Each *Learning Objectives* Review session is outlined with suggested answers found in your *CHIP Daily Program Guide*. These Reviews of the *Learning Objectives* should range from 4 to 8 minutes.

## **3. Clinical Rounds**

*Clinical Rounds* follows the *Learning Objectives*. *Clinical Rounds*, found in DVDs #18 and #19, have been carefully selected and contain the most often asked questions from participants of more than 100 CHIP programs. Health professionals present these questions and answers. This team includes a cardiologist, a medical professor, an epidemiologist, and a nationally known nutritionist. The length of time allotted for the *Clinical Rounds* is listed under the segment “*Clinical Rounds*” on the Time Chart and then again on the 16 *Daily Time Charts*. Please Note: Lectures #11 and #16 have some written materials in the *Clinical Rounds* section, which are not on the video. It’s important to cover these “written-only” materials. Each will take 3 to 4 minutes.

To facilitate the *Clinical Rounds*, all the questions and answers presented in DVDs #18 and #19 have been transcribed. The transcribed material is in the *CHIP Daily Program Guide* and can be downloaded from the CHIP website ([www.CHIPhealth.com](http://www.CHIPhealth.com)) by clicking on the CHIP Resources tab on the Home Page. You will find the *Clinical Rounds* among the listed CHIP Program Resources.

*Clinical Rounds* can also be presented by a health professional who has graduated from the CHIP program and who wears a CHIP pin. The health professional can write out or take the questions taken from the *Clinical Rounds* transcription and put them into the “Q-A Box”. This is the box where participants can also deposit their own questions of general interest. Questions are answered from the material of the previous lectures only. The health professional selects the questions to be answered during the proscribed time found in the Time Chart for that day.

## 4. Live Presentation

The “Live Presentation” follows, which is more specifically outlined in the *CHIP Daily Program Guide*. This section covers ideas and topics such as announcements, current medical/health news, exercise motivation-“miles covered,” food demonstrations, interviews with community resource people, the “Pantry Purge,” testimonials, etc.

## 5. Break

A 15 minute Break follows the “Live Presentation.”

## 6. Lecture and Hall of Fame

After the break, the second part of the program features Dr. Diehl’s lecture, which is shown without interruptions. Start these presentations promptly and finish on time (in 120 minutes). Remind the participants to fill out their *Learning Objectives* (to be reviewed at the beginning of the next program) and close the program with a friendly “Good-bye.”

- To illustrate: Lecture #5 is 49 minutes, plus 3 minutes of Hall of Fame = 52 minutes long. If the program is to end at 9:00 PM (120 minutes), then the DVD program must begin no later than 8:08.
- Lecture #10 is the longest lecture of them all: it is 75 minutes long. We suggest that you break up the lecture as listed in the Daily Time Chart (lecture #10). If the program starts at 7 PM, begin part 1 of Lecture #10 at 7:30 PM. This part of the lecture is 37 minutes. The 15-minute break will be from 8:07 until 8:22. Part 2 of the lecture (38 minutes) concludes at 9:00 PM.
- Please note that lectures #12 and #14 have *long* and *short* versions. The shorter versions are recommended. The long versions are 10 minutes longer.
- Program #4 is the only program which exceeds the 2 hours (120 minutes); it is 150 minutes. On the Daily Time Chart (Program # 4), 5 minutes are allotted for a short break at the end of the regular lecture so participants can pick up their *HeartScreen* results. At the end of the break, DVD #17 (25 minutes) is played, which explains the *HeartScreen* results. Plan ahead to have the CHIP leader, or a CHIP nurse, or a CHIP graduate MD available to discuss *HeartScreen* results with the participants both after lecture # 4 and 45 minutes before the next program(# 5) starts.