



## Champion-Organizer Manual

**PB&J** (Protect Your **B**ones and **J**oints) is an educational program aimed at testing and improving high school students' knowledge about musculoskeletal disorders. Musculoskeletal disorders, such as arthritis, osteoporosis, sports and road related trauma, are among the most common conditions and reasons for visiting the doctor, being away from school, and debilitating disorders that can occur later in life. But they can be avoided, and measures taken to lessen the chance of occurrence.

The Bone and Joint Decade is a global campaign to raise public awareness of these disorders, and most particularly to educate the public in all walks of life about prevention. It is now known that osteoporosis is not an old person's disease, and is not inevitable. Osteoporosis can be prevented, by building bone mass in your teen years. By the early 20's it is too late. Few people like losing height, being hunched over, and being at high risk for repeated fractures. But few people, until recently, realize the stage is set in adolescent years.

**PB&J** aims in an interactive manner to educate teenagers about common disorders and prevention through a one-hour presentation given by healthcare professionals.

The program is designed for high school students. It was primarily designed for freshmen and sophomore students, but can be adapted to cover other age groups. Important elements of the presentation include a pre- and post-lecture quiz, and use of anatomical models. There are fun handouts for the students to take home and share with their family. Local sports or other celebrities can be included in the program.

Typically schools have incorporated the **PB&J** presentation into the science/health or physical education curriculum. A member of the presenting team normally visits each school to make preparations, and on the chosen day one or two members present the program.

**PB&J** is an excellent way to provide a public service to an important community constituency with the aim to lower the burden of musculoskeletal disease. It is also a terrific way to include healthcare professionals, medical students and host medical organizations in the U.S. Bone and Joint Initiative (USBJI).

# CHAMPION'S MANUAL OVERVIEW

## I. GOALS

- A. To educate high school students about the most common musculoskeletal disorders and how to prevent them
- B. To create an opportunity for health care professionals to become actively involved in the Bone and Joint Decade
- C. To raise awareness about the Bone and Joint Initiative

## II. EDUCATORS

- A. Healthcare Professionals

## III. AUDIENCE

- A. National and international
- B. Students at public and private high schools

## IV. IMPACT

- A. Pre-/post-lecture quiz
- B. Long-term outcome study

## INSTRUCTIONS FOR IMPLEMENTING *PB&J* INTO YOUR COMMUNITY

### 1. Remember – You will make a difference!

With very little effort your participation in this program will make a significant impact on the way that young people in your community think about musculoskeletal disease. Your effort to help them understand musculoskeletal trauma, arthritis, and osteoporosis will allow them to live healthier and happier lives and to help combat one of the largest public health problems in the United States.

### 2. What it Means to Be a Champion

Put simply, a champion is someone who is prepared to put in the time and energy to bring *PB&J* to his or her community. The champion might also be a presenter of the *PB&J* program. How much time and energy? Much of the work has already been done. The presentation, quizzes (outcome measures), and handouts have all been prepared. At the local level, a 'champion' is required to round up the presentation team and any other volunteers to help put a local *PB&J* program together, initiate contact with the high school administrators and confirm arrangements for the presentations. The hand-outs need to be ordered. We ask that a champion register with the U.S. Bone and Joint Initiative ([usbji@usbji.org](mailto:usbji@usbji.org)) and keep the USBJI up-to-date with details on the progress of the program in your community. The student quiz results following a presentation will be analyzed by the USBJI and an outcomes report produced for you.

The description above is the minimum requirement. A champion can go further – for example by giving *PB&J* a local feel by lining up celebrities to be present or video-taped and become a part of the program. He/she can line up a "host organization" such as local hospital or clinic. For the pilot launch of *PB&J* in Cleveland, the Cleveland Clinic's marketing and media relations departments became involved, worked to obtain the Governor's proclamation for the program, media coverage, set up a 1-800 number for callers with musculoskeletal health questions, and contributed towards printing up hand-outs.

In summary, a champion:

- Contacts local high schools and interests them in having the program presented to their students;
- If not the presenter, sends out a call for volunteers (two volunteers per school is ideal), forms and trains the presentation team (one hour get-together), and works with them to deliver the program;
- Keeps the USBJI up-to-date with progress and coordinates ordering of materials.

Optional additional champion activity, the champion:

- May decide to invite a local medical school, hospital, or other healthcare provider to become a local host partner, and to support *PB&J*. *PB&J* can provide community involvement and a marketing opportunity.
- May choose to secure one or more local "celebrities" to be present or video-taped as part of the presentation to provide local relevance and interest. The local police department might be invited to briefly talk about road safety, or a medical student to illustrate exercise routines for bone and joint health.

### 3. First Step: Register your planned session(s) with the U.S. Bone and Joint Initiative by completing and returning the Registration Form and email it to [usbji@usbji.org](mailto:usbji@usbji.org). The USBJI will then send you the Presentation, Presentation Notes, Pre- and Post-Session Quiz forms, and Handouts.

#### 4. **Materials**

All materials for **PB&J** including general background information, the power point presentation, pre-lecture and post-lecture quizzes, anatomical models, and handouts are available to Champion volunteers who have registered with the United States Bone and Joint Initiative.

An LCD projector and laptop computer will be necessary for the presentation.

The session is meant to be inter-active and engage students. For example session presenters have used anatomical knee models to show how the knee joint is composed and how cartilage breaks down, drunken goggles (to simulate what it is like to drive under the influence), medical students to demonstrate weight-bearing exercise, and food products such as milk, cheese, broccoli to go over food labeling and illustrate calcium content. You may already have this at your facility, or be easily able to buy them in a store. If not some of these items may be available from the USBJI.

Pre- and post session quizzes must be returned to the U.S. Bone and Joint Initiative office for scoring and data analysis. Summary reports will be sent to each volunteer and participating high school.

#### 5. **Introduction to Local High Schools**

You will probably know best how to approach and interest your local high schools in this program. If you are not a teacher or principal yourself, you or colleagues who know local high schools will need to approach them directly. An informal call or visit is usually best, and sufficient. If a more formal approach is necessary, and for example a letter has to be sent to the local high school administrator, Board of Education, or a high school principal, the USBJI can send you samples. You may need to follow up by meeting with high school administrators to discuss the program in more detail and use information from the pilot project to support its effectiveness.

PB&J is generally presented to high school students during science/health or physical education classes. Working with class sizes of 30-40 students, rather an entire student class year, generally works better in order to keep the students focused and more comfortable interacting with teachers.

#### 6. **Presenter and Recruiting Volunteers**

Many healthcare professionals or those studying to be healthcare professionals can volunteer to present **PB&J**. A session consists of an interactive presentation that takes approximately 45 minutes. Although qualified healthcare professionals such as nurses, orthopaedic surgeons, rheumatologists, physical therapists, athletic trainers are obvious presenters, students pursuing health-related careers are ideal volunteers (college students, medical students, nursing students, physical therapists, nurses, athletic trainers, residents and fellows in medical or surgical training). The presentation contains speaker notes. Questions about qualifications to present the program can be addressed to USBJI or through him to one of the members of the USBJI's Public Education Committee (**PB&J** Task Force).

It is a good idea to hold a team orientation meeting to go through the Power Point presentation and arrangements. The exchange of ideas and input can be most helpful to presenters in organizing their session(s). To enable a more interactive session, it is best to make presentations in pairs.

The champion or one of the presenters should visit the school(s) where the program will be delivered ahead of the planned presentation to meet with teachers, go over arrangements, and plan the schedule of presentations to the students. The program was developed primarily for freshman and sophomore students but can easily be adapted to cover other age groups. Presenters normally covered all students, (ex. freshmen year) during the morning or day. Occasionally schools bring all classes together for a single session.

If you are working with volunteers from a medical school, school of nursing, or other healthcare college, you may want to request participation in the program be considered an elective credit.

#### **7. Power Point Presentation**

The presentation is available on CD. The Power Point presentation is meant as a guide for the teachers of the program. It includes around 46 slides, and Presenter Notes. A presenter should use these notes as a guide, and adapt the presentation to their own situation. It is up to the presenter(s) to make it interactive and fun for the high school students.

#### **8. Set the dates for participation**

Presentations can be scheduled for any time throughout the school year. If you want to present sessions especially during the annual Bone and Joint Initiative's National Action Week this is held October 12-20 (same dates every year).

#### **9. Public Awareness**

Once the schools are committed to the program and the volunteer base is created, consider contacting local and state officials for proclamations. Official recognition of **PB&J** and BJD National Action Week will help elevate public awareness, which will generate more enthusiasm and interest in the program. Contact local newspapers and television stations about covering some of the sessions at the high schools. If you are working with a local medical school, hospital or clinic, ask for assistance from their media relations specialists.

#### **10. Equipment and Supplies**

**PB&J** is a low budget project to implement in your community. All of the educational material is supplied by USBJI. Laptop computers and LCD projectors are the responsibility of the volunteers in each city. Volunteers may have their own, need to rent them (at their own expense), borrow them from local hospitals, or use the ones available at the high schools that are participating in the program. There is no cost for processing and analyzing the quiz results except for returning them to the USBJI office for processing. It is also recommended that you have samples of calcium-rich food to display during the presentation.

## Guidelines for Presenters

**PB&J** (Protect Your **B**ones and **J**oints) is an educational program aimed at testing and improving high school students' knowledge about musculoskeletal disorders.

The Bone and Joint Decade is a global campaign to raise public awareness of these disorders, and most particularly to educate the public in all walks of life about prevention. It is now known that osteoporosis is not an old person's disease, and is not inevitable. Osteoporosis can be prevented, by building bone mass in your teen years. By the early 20's it is too late. Few people like losing height, being hunched over, and being at high risk for repeated fractures. Few people realize the stage is set in adolescent years.

**PB&J** aims in an interactive manner to educate teenagers about common disorders and prevention through an inter-active one-hour session given by healthcare professionals, with the suggested program as follows.

- 1) Distribution, completion and collection of the pre-session quiz
- 2) Introduction by Champion-Organizer
- 3) Health Care Professional (HCP) delivers the PowerPoint presentation, and may involve student(s) to illustrate aspects of the program content
- 4) Questions and answers
- 5) Distribution, completion and collection of post-session quiz, and distribution of handout materials

With the aid of a PowerPoint presentation, Presentation Notes, and collateral materials, the program covers:

- 1) Why bone and joint health is important
- 2) The basics of lifelong bone and joint health
- 3) What causes trauma, arthritis and osteoporosis
- 4) How to assess risk factors for these conditions
- 5) How to lessen the risk of suffering a traumatic injury
- 6) How to lessen the risk of developing arthritis and osteoporosis
- 7) How these conditions are diagnosed and treated
- 8) Habits that promote lifelong bone and joint health

Materials to use during the presentation:

- 1) Drunken goggles
- 2) Knee model
- 3) Calcium-rich food examples

Handout materials:

- 1) Daily calcium requirements
- 2) Weight-bearing exercises
- 3) Stretching exercises
- 4) Resistance exercises

The Champion-Organizer should have made photocopies of the required quantity of pre-and post-session quizzes, materials and handouts for distribution to all students, as well as arrangements for a LCD projector and laptop for the PowerPoint presentation.

The prepared **PB&J** PowerPoint presentation can be modified to suit the presenter.

If you have any questions, please contact the USBJI at 847-430-5054, or [usbji@usbji.org](mailto:usbji@usbji.org). Thank you for participating in this educational program.

## Presentation Suggestions

The following suggestions may seem obvious to accomplished presenters, but worth reviewing in planning the **PB&J** session.

- The presentation includes limited speaker notes. More detailed speaker notes can be found in the Presentation Notes document. These notes are guidelines, not meant to be read verbatim. We suggest you cover the points, but in your own words. **PB&J** is designed to be an informative and inter-active session for the student. Consider this as an informal talk with them. You might want to consider it as telling a story, and bring it to life as much as possible, with real-life examples, while highlighting important facts as you go along.
- The points on each slide are presented as the highlights of the presentation you are making. It is generally not a good idea to read them out, line by line. This can make for a rather boring and dull presentation. The teenagers can read the points on the screen. They want to hear your personal explanation of those points.
- There are more slides in the prepared presentation than you may wish to use, so you may want to skip or cut some out, in order to maintain the flow you want, as well as to keep the presentation within the promised time.

Your style and the order of points you cover may make it logical to skip some slides to avoid repetition.

- You may lose the teenagers if you start to bring too much medical science into the presentation. Remember you are not speaking to healthcare professionals.
- Assume that you should use lay language. Again, these are teenagers not healthcare professionals.
- While you don't want questions from teenagers to slow up the time you have allocated for your presentation, if you can address the question with a short answer and continue, this can provide a way of engaging them during the presentation.
- Adjust your style of presentation to the size of the class. For a large group a formal style might work best, and for a smaller group an informal style.