December 16, 2002

Dear County Director of Social Services, Area Mental Health Director, Local Health Department Director, and County Department on Aging Director

Subject: Training for Public Agent Guardians

Ethical dilemmas frequently arise during decision making and are often challenging for the guardian. The guardian is very often concerned about liability when making difficult decisions in the best interest of wards. This may be especially true when the guardian is challenged with whether to, for example, consent to invasive medical treatment that may harm the ward, implement do not resuscitate orders, or withhold or withdraw extraordinary means.

The Division of Social Services is pleased to announce that two guardianship workshops entitled, Guardianship: “Decision Making, Legal and Ethical Issues”, will be held in the spring and summer of 2003. These 2-day workshops are specifically designed for directors, and assistant directors of local human services agencies who serve as disinterested public agent guardians, and attorneys working with these agencies.

Through case-based discussions, lecturettes, and audio visual materials participants will be introduced to key concepts, issues, and ethical principles that may be used to facilitate informed decisions; practical strategies that, if adopted, may be utilized to strengthen existing policies and procedures for decision making; and approaches the guardian may utilize that support both the guardian’s legal mandates and duties to the ward and limit the guardian’s liability.

Mark your calendars for these workshops and share with your *legal staff. You do not want to miss this opportunity to share with peers and experts, such as, David Resnik, Ph.D., Department of Medical Humanities, Brody Medical Center, East Carolina University, attorneys from the NC Attorney General’s Office, and human services professionals.

The workshops will be held in the following locations:

**March 13 & 14, 2003**
Guilford County Emergency Services
Greensboro, NC

**May 1 & 2, 2003**
Ramada Inn
Atlantic Beach, NC

(*Continuing Legal Education (CLEs) credits have been applied for.)
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You must pre-register if you plan to attend a workshop. There is no limit on the number of
participants who may attend a particular workshop. Registration information is attached. Please
complete all information on the registration forms and duplicate if more than one person from
your agency plans to attend. Please return all registration information at least two weeks in
advance of the specified workshop.

You will be mailed a confirmation letter, directions to the workshop site, and suggestions about
overnight accommodations for the workshop in Guilford County. If you plan to attend the
workshop in Atlantic Beach, the hotel information is attached. Please contact the hotel and make
your reservations.

If you have questions or need additional information about the workshops, please contact
Rosalyn Pettyford, Guardianship Program Consultant, at (919) 733-3818, or for county
departments of social services, your Adult Programs Representative.

Sincerely,

John T. Tanner, Chief
Adult and Family Services Section

JTT/rp
Attachments
AFS-19-2002
To register complete the form below and mail or fax to:

Monica Nealous  
NC Division of Social Services  
Adult and Family Services Section  
325 North Salisbury Street  
2405 Mail Service Center  
Raleigh, NC  27699-2405  
Fax: (919) 715-0023  
Phone: (919) 733-3818

You must pre-register

| Name: Ms./Mr./Dr._ __________________________________________________________ |
| Home Phone:*(__)________________________SSN:** ____________________________ |
| Job Title: __________________________________________________________________ |
| Agency: ____________________________________________________________________ |
| Work Phone:(__)(________________________Fax:(__)(_________________________ |
| Work Mailing Address: ______________________________________________________________________ |
| City:________________________State:________Zip Code:________Courier #:__________ |
| County: __________________________________________________________________________ |
| E-Mail Address: ______________________________________________________________________ |
| Program Area: ______________________________________________________________________ |

*Home phone number is requested in event of last minute postponement due to impending severe weather.  
**Social Security Number is requested for internal record keeping purposes only.

Please Indicate (✓) the Workshop Location You Will Attend:

| Guilford County Emergency Services Building | March 13-14, 2003  
Greensboro, NC | (register by February 24, 2003) |
| Ramada Inn | May 1-2, 2003  
Atlantic Beach, NC | (register by April 11, 2003) |
REGISTRATION INFORMATION
Ramada Inn
Atlantic Beach, NC

Please call 1-800-338-1533 to reserve a room.

*Room Rates:  $54.00 per night (single occupancy)

$59.00 per night (double occupancy)

*Make sure to indicate that you will be attending the NC Division of Social Services Guardianship Workshop to ensure the special room rates.
Guardianship: Decision Making
“Legal & Ethical Issues”
(A Workshop for Human Services Agency Directors, Assistant Directors & Attorneys)

AGENDA

DAY 1

9:30 AM  Registration
10:00    Welcome/Introductions
10:15    Guardianship – Scope & Purpose
         Alternatives to Guardianship
         Full/Limited Guardianships
         Restoration to Competency
11:00    BREAK
11:15    Decision Making
         Standards (Best Interest/Substituted Judgment)
         Principles
         Advance Directives - Decision Making Tools
12:00    LUNCH (On Your Own)
1:30     Decisions/Choices/Risky Behaviors
         (Guardians as Advocates)
         Case Based Discussion
2:45     BREAK
3:00     Rights Wards Lose/Retain
4:00     Discussion
4:30 PM  Adjourn

DAY 2

9:30 AM  Video: (Bill Moyers – “On Our Own Terms”)
Ethical Issues in Health Care Decision Making
         Ethics vs. Law/Regulations
         Ethics vs. Religion
         Ethical Decisions/Dilemmas
         Principles of Health Care Ethics
         Five-Step Approach to Ethical Decision Making
10:45    BREAK
11:00    Case-Based Discussion
         Case One: Futile Care?
         Case Two: Double-Effect Death
         Case Three: Implementing Advance Directives
         Case Four: Decisional Impairment and Informed Consent
12:00    LUNCH (On Your OWN)
1:00     Written Guidelines/Procedures
         Delegating Decision Making
         Confidentiality
2:15     BREAK
2:30     The Guardian’s Liability
4:00     Discussion
4:30 PM  Adjourn