



Take Your MPP to Work Kit 2011

158 Pearl Street, Toronto, Ontario, M5H 1L3 - WWW.RNAO.ORG - 416-599-1925 EXT. 214

April 12, 2011

Dear Member,

On behalf of the Registered Nurses' Association of Ontario, I am proud to welcome your participation in the **11th Annual Take your MPP to Work event!** The event is held during Nursing Week, which runs this year from May 9 to 15, 2011. The theme for Nursing Week this year is, "*Nursing – The Health of Our Nation*". Nursing Week is an opportunity to celebrate the nursing profession and to help political representatives better understand the pivotal role of nurses in creating vibrant communities.

Take Your MPP to Work demonstrates nurses' everyday working world and provides political representatives insight about the knowledge and expertise of Registered Nurses. The event is an opportunity for political representatives to meet with their local RNAO Nursing Leaders to see how they are practicing in all roles and sectors across Ontario to strengthen our health-care system and to build healthy communities.

RNAO Nursing Leaders have accompanied the Premier, Ministers of Health, Opposition Leaders, MPPs and MPs on tours of nursing workplaces including nurse practitioner clinics, hospitals, long-term care homes, colleges and universities, and a variety of primary care and community settings from community health centres, nurse practitioner-led clinics and home care to street settings that are home for clients with multiple health challenges.

The 2011 Take your MPP to Work tool kit will help you make your organizing a success! RNAO logos can be found in the Members' Only section of the RNAO website. In this tool kit you will find the following:

- General Information and Background
- Template Letters and Sample Materials
- Final Event Wrap Up Materials
- Helpful Resources

We hope that you enjoy using this tool kit to plan your 11th Annual Take Your MPP to Work event. We thank you for taking the time to plan an event in your community. Please don't hesitate to contact Kayla Scott (kscott@RNAO.org, 416-599-1925 ext. 214) should you require more information or assistance.

Thank you for making our 11th Annual Take Your MPP to Work Event a success!

Warmest Regards,



Doris Grinspan, RN, MSN, PhD, O.Ont.
Executive Director

Registered Nurses' Association of Ontario

L'Association des infirmières et infirmiers autorisés de l'Ontario

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Backgrounder – 2011 Take Your MPP to Work

What is Take Your MPP to Work?

This is our 11th year organizing Take Your MPP to Work events. In 2001, RNAO initiated this event as part of our “Nursing Week” celebrations. The concept is for registered nurses to give on-the-job tours of their diverse workplaces to politicians. These visits can take place in any of the many settings where nurses practice, including family homes, nurse practitioner-led clinics, community health centres, hospitals, long-term care homes, public health units, post-secondary institutions and in street health settings. Premiers, Ministers, leaders of opposition parties, city councilors, MPPs and even MPs have accompanied nursing leaders to numerous events across Ontario.



(2010 Take Your MPP To Work – MPP Ted Arnott (Wellington Halton Hills)

Why this approach?

These tours are a window on the working world of nursing and provide politicians with the opportunity to experience and better understand the breadth and depth of just what it is that registered nurses do. For RNs, it is an exciting and empowering opportunity to engage in the political process and help MPPs to understand the issues that they face. It is also an opportunity for politicians to experience first-hand nursing through the eyes of a nurse. For partner institutions, it is an opportunity to demonstrate nursing programs and the benefits of funding them.



(2010 Take Your MPP to Work – MPP Bruce Crozier



(2010 Take Your MPP to Work – MPP David Zimmer)

Who has participated in the past?

This event has grown from the three party leaders in 2001 to MPPs and MPs from all over the province. Many chapters and partner organizations have hosted multiple visits over the years. This is a wonderful opportunity for all members to get involved.



Take Your MPP to Work Tool Kit 2011– Important Resources

1. Templates and Sample Letters:

Our Take Your MPP to Work 2011 tool kit includes templates and sample letters to help organize your visit. You are welcome to use the templates as they are or to modify them to reflect the nature of your visit. The 2011 organizing kit includes the following:

- Invitation Letter for your MPP
- Letter to your Chief Nursing Officer
- Template Media Release(*see attached to kit*)
- Template Thank you Letter
- Sample Agenda
- Sample Work Plan and Checklist

2. Who is my MPP? How do I contact them?

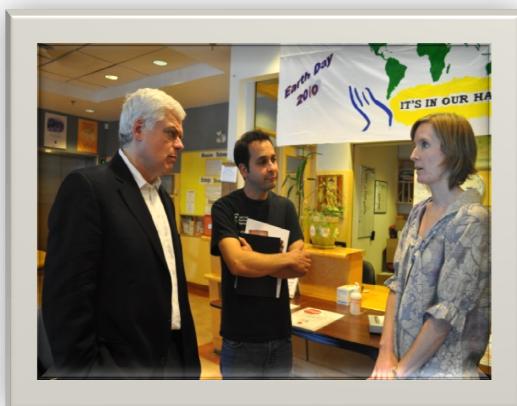
We are thrilled that you are organizing a Take Your MPP visit! Please use the links below to locate your riding and your MPP. If you work in a different electoral district from where you reside and are taking them to your work, please use the postal code for your work. We suggest this as MPP's prefer to do visits in their constituency area.

Step #1 - Electoral District Information:

To find out what electoral district you are located in, please go to the Elections Ontario website and enter your postal code. It will let you know the name of your riding. If you already know the name of your MPP, please go to Step #2.

Ontario Electoral District Link:

http://fyed.elections.on.ca/fyed/en/form_page_en.jsp



(2010 Take Your MPP To Work – MPP Peter Tabuns)

Step #2 - MPP Constituency Office Information:

Members of provincial parliament (MPPs) have at least two offices. They have one office located at Queen's Park that members visit during our annual Queen's Park Day and one or more offices located in the community. The office that you need to connect with is the primary **constituency office** as they help to organize visits for the MPP in their community.

To locate the address of your MPP's constituency address, please go to the Ontario Legislative Assembly web link. Please look for your MPP based on their name or riding. Just click on your MPP's name and it will show you their constituency office address. When you send an invitation to your MPP, you can do it via email, however, you will need their address for their invitation letter.

Current MPP List

http://www.ontla.on.ca/web/members/members_current.do?locale=en

The screenshot shows the 'Members (MPPs)' page of the Ontario Legislative Assembly website. The main content area features a large photograph of the legislative chamber. Below the photo, the text 'Parliament currently serving in the Legislative Assembly of Ontario.' is displayed. An orange arrow points from this text towards the 'Current MPPs' section. The left sidebar contains a navigation menu with various links such as 'Members (MPPs)', 'Current MPPs', 'Past & Present MPPs', 'Bills & Lawmaking', 'Debates & Proceedings', 'Committees', 'Getting Involved', 'Contact an MPP', 'Participation in Committees', 'Use of Assembly Grounds', 'Petitions', 'Visitor Information', 'Tours & Events', 'The Gift Shop', 'Observe Parliament in Session', 'Location & Parking', and 'Hours & Services'. The top of the page includes a standard browser header with tabs, search functions, and links to Google and other sites.

Next Steps - Now What?

Now that you have located the constituency office for your MPP, we ask that you **please read through the kit to find out what steps are involved in organizing a visit**. If you have organized a visit previously, welcome back! If it is your first visit, we are delighted that you will be taking this event on at your workplace. This kit contains all the information you need to organize your visit.

Why Two Kits?

We have both pdf and word versions for your convenience. The pdf version may be printed out as a handbook while the word version is a format that may be easily amended with template letters to your liking. For instance, this will allow you to copy and paste your RNAO/Chapter logo and or your electronic signature.



(2010 Take Your MPP to Work – MPP France Gélinas)

Ideas about how to celebrate Take Your MPP to Work

- Host a breakfast with your MPP and local staff and go over the RNAO 2011 Creating Vibrant Communities Platform: RNAO's Challenge to Political Parties
- Do a tour of your local health facility and have your MPP meet with other nurses on the floor
- Do a visit with your MPP to meet a client
- Invite community stakeholders to participate in a tour with your MPP
- Have your MPP attend a staff meeting/local chapter or interest group meeting
- Invite your MPP to attend a local nursing class to learn about nursing in educational settings
- Do a movie screening such as “Poor No More” and invite your MPP to attend and to meet local nursing leaders
- Invite your MPP to attend a local health program and have them participate
- Have a new program at your hospital or community clinic? Invite them to the clinic to learn more
- Host a Lunch & Learn and Invite your MPP to attend
- Invite them to a ceremony at your health facility

I need support! This is my first time organizing a visit!

If you have a question that you need help answering, please contact RNAO home office. We are happy to help you throughout the process. We suggest that you connect with us via email at kscott@rnao.org or 416-599-1925 ext. 214

Take your MPP to Work – Sample Timeline/Checklist
Nursing Week: May 9 – 16, 2011

April 2011 (1 month prior)

Contact RNAO office to obtain a tool kit

- Send letter to Chief Nursing Officer or Nursing Lead in your work place (do this first before the next step)
- Send invitation letter to MPP (Ensure permission has been given first from site location)
- Confirm actual date of visit with MPP's office &RNAO Home Office
- Prepare promotional materials (posters/ flyers) for your workplace
- Schedule a planning meeting with key stakeholders in your workplace (e.g. CNO, Nurse Educator, Director of Communications, RNAO Chapter President). Include bio of MPP
- Prepare informational letter to all nursing staff in your workplace to encourage participation
- Hold a planning meeting with key stakeholders in your workplace (CNO, Educator, Director of Communications, RNAO Chapter President)
- Compile information for handout packages (one for MPP/ staff, one for Nursing Staff)
- Compile "goodie" bag or thank-you gift (or a charitable donation on behalf of.)
- Book a room for an informal round table discussion

Early May 2011 (2 weeks prior)

- Prepare media release with detailed information
- (Communications) Identify key media outlets: local newspaper, regional newspaper, radio, television.

Mid May 2011 (1 week prior)

- Prepare/ Order refreshments
- Confirm attendance with MPP's office/ RNAO Home Office
- If applicable, Communications Department to send out Media Release.
- Please note that some politicians and workplaces may prefer to restrict media.**
Please speak with Kayla and the Communications Department if this pertains to your visit.

Take your MPP to Work Day

- Refreshments
- Welcome by Administrator and RN/RNAO member
- Introduction to program/ facility
- Round Table discussion
 - Who am I?
 - What I do?
 - Why do I like working here?
 - What makes my workplace special?
 - What are the challenges I face in my position? ("a day in the life of a nurse")
 - What are the challenges my workplace is facing? ("a day in the life of the facility")
 - How do these challenges affect patient care? ("a day in the life of a patient or client")
 - What could the Ministry of Health and Long-Term Care (MOHLTC), the government or MPPs do to improve on these challenges?
 - Describe some innovations and success stories from the first hand.
- Facility Tour
- Hand out Thank you gifts
- Opportunity for Media Questions

Key Steps: Planning a Take Your MPP to Work event

Activities	Tasks	Resources
Mobilizing members and recruiting volunteers for site visits	<p>Messages to use in recruiting members</p> <ul style="list-style-type: none"> • Short-term project with specific time frames • Steps well-laid out with resource materials available • High visibility for your organization and for nursing in your community • Proven track record of success • Event will have a province-wide impact <p>Meet (email, teleconference, face to face) regularly to compare notes, develop strategies, share ideas and success stories. Share resources from Home Office.</p>	List of potential RN contacts <ul style="list-style-type: none"> • RNAO Region Rep • Chapter/Interest Group Chair • workplace liaisons • Communication ENO's • advanced practice fellowship • RNAO recognition award winners • Nurses in advanced practice roles • Interest group leaders
Confirming a visit site	<p>To get commitment of site to participate:</p> <ul style="list-style-type: none"> • Written request to Chief Nursing Officer, VP Patient Services, Chief Executive Officer or Executive Director (choose one, cc. others on your letter, also copy Media Relations/Public Relations or equivalent dept.) • Follow up with personal contact within a week • You may wish to ask for written confirmation from site • Send thank you letter to site following the event • Keep all records of your communication 	Template letter to CNO or other nurse leader or other executive staff List of potential sites <ul style="list-style-type: none"> • Members of Centre for Nursing Excellence • Spotlight BPG organizations • Workplace award winners • Programs targeted to high risk populations (i.e. homeless, diabetics) or have a focus on health promotion/ prevention. • Consider a range of possible sites across all sectors. E.g., some partners organized home care visits with MPPs, after getting client

		permission. Template thank you letter
Inviting MPPs	<ul style="list-style-type: none"> • Issue invitation to MPP – email or fax are fine • Email is preferable as it helps to re-send it to them when you follow up • Follow up phone call to constituency office within a week of the letter. This is crucial. Follow up on a regular basis (every few days until a commitment is made and details are ironed out), elaborating to the MPP's staff on the value of participating. Call and then send a follow up email. • Treat constituency staff like your best friend; consult with staff/MPP on potential site visits or areas of interest • Confirm date and time with MPP's constituency office – Nursing Week (May 9-15) is opportune time. If the legislature is sitting, MPPs may only be available on Fridays (May 6th or 13th or May 23-27 when the legislature is not sitting). Try to be flexible about the dates (even a week or two before/after Nursing Week is fine) • Provide agenda to MPP's office prior to event • Send thank you letter to MPP following the event 	List of MPPs Template letter to MPP Template thank you letter for MPP
Develop the agenda for the visit	<p>Time frame: ideally two hours, minimum one hour but depends on MPP availability. Have a Plan B – MPPs can change their availability at the last minute</p> <p>Scope of visit should be designed to maximize the experience and impact of site. Develop messages related to RN practice, how the RN impacts the</p>	Information packages for MPPs can be assembled by Home Office. Please send Kayla Scott (kscott@rnao.org) a written email request to have Home Office prepare the packages.

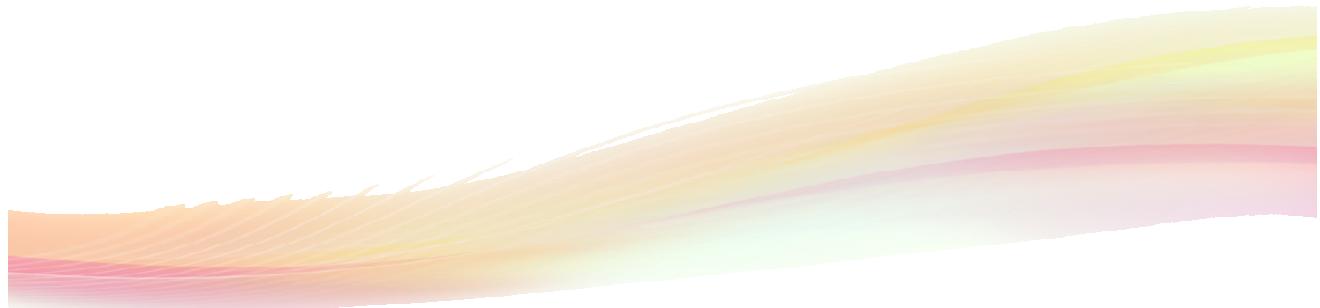
	<p>community/patients – include positive points as well as identifying challenges.</p> <p>Patient-RN interaction may be part of the focus for the event. To ensure appropriate consents or permission are in place, you should discuss this with the site.</p>	
Media Relations	<p>Coordinating media relations:</p> <ul style="list-style-type: none"> • Determine if event is open to the media (the site and/or the MPP may or may not want publicity. Please inquire with the MPP about media being present.) • RNAO Chapter Communication Officers are available to assist with coordinating media advisories for the event • Sites may want to orchestrate media through their media or public relations departments 	<p>Template media release Model consent and release form</p>

Take Your MPP to Work – Chapter Worksheet

Activity	"Insert Name Lead Member"	"Insert Name Lead Member"	"Insert Name Lead Member"
MPP(s)/MP(s) • Name • Parliamentary role(s)			
MPP invitation • Letter sent • Participation confirmed			
Details of visit • Location • Date • Time • Theme (optional)			
Confirmation information forwarded to RNAO			
Nurse(s) Participating			
Agenda • Developed and shared with staff • Copy sent to MPP's office (on request)			
Third party consents (as required for example CCAC) • Request letter sent • Confirmation received			
Patient consents (as required) • Person responsible getting			

signed consents • Consents collected and filed			
Media • Advisory issued • Reporters attending • Press release issued • Contact in RNAO's Communications Department			
Photos • Person responsible for taking photos • Submitted to RN Journal?			
Post Take Your MPP to Work Evaluation: Submit to kscott@rnao.org or 158 Pearl Street, Toronto, ONT, M5H 1L3			

Template Letters and Sample Materials



Template MPP Invitation

[RNAO Logo? /Chapter/IG Log?]

[Your address]

[Date]

[MPP Name, MPP]

[Riding]

[Constituency Address]

[City, Postal Code]

Re: Take Your MPP to Work 2011

Dear Mr. or Ms. [Last Name of MPP if a Parliamentary Assistant or non Minister] or
Dear Minister [if they are a Minister]

Nursing Week is an annual event marking the birthday of Florence Nightingale and is an opportunity to recognize and celebrate the many contributions of nurses in our communities! The event provides a glimpse about the work that nurses do to build and strengthen the health of our communities. In 2011, Nursing Week will run from **Monday, May 9th to Sunday, May 15th**. During this time, registered nurses from across Canada will be honoured by their colleagues, political and community representatives as a way to acknowledge their instrumental role in the delivery of health care.

As [President/Political Executive Network Officer/RNAO Member] of the _____ Chapter of RNAO [**or alternate wording**], I am very proud to invite you to join us during Nursing Week as part of our eleventh annual “Take Your MPP to Work” event. “Take Your MPP to Work” is a longstanding tradition initiated by RNAO and organized by registered nurses in their communities as part of Ontario’s Nursing Week activities. Registered nurses from across Ontario will accompany the Premier, Ministers, opposition leaders and MPPs on tours of nursing workplaces. It is a unique opportunity to experience and see first-hand the breadth and depth of nursing practice in action! Many of your colleagues have taken advantage of this high profile opportunity on a number of occasions. RNs also welcome this chance to see their MPPs in action in their own constituencies.

We will be in touch with your office to arrange a date and discuss options for site visits. However, you are welcome to contact [Name], [email] directly if you want to discuss your participation in our eleventh annual “Take Your MPP to Work” Day.

We look forward to the opportunity to celebrate and recognize the vital role of nursing with you!

Warmest regards,

[Signature]

[First Name] [Last Name], [Credentials]*

cc:

Kayla Scott, RNAO Home Office

***[Make sure that your credentials are included in your sign off and your title/role in RNAO]**

**Draft Invitation Letter to your Organization's Chief Nursing Officer for
"Take Your MPP to Work Day"**

[Your Name]

[Your address]

[Date]

[Organizational address]

[Re: 11th Annual Take Your MPP to Work]

Dear [insert name of Chief Nursing Officer],

This year, Nursing Week runs from **May 9th to May 15th, 2011**. This annual event marks the birthday of Florence Nightingale and is an opportunity to recognize and celebrate the many contributions nurses make in our communities. Throughout this week, registered nurses across Canada will be honoured in a myriad of ways illustrating the integral role of nurses in the delivery of health care and building healthy and vibrant communities.

Eleven years ago, a new tradition was started when the Registered Nurses' Association of Ontario initiated "Take Your MPP to Work Day". Nursing leaders have accompanied the Premier, Ministers of Health, opposition leaders and numerous MPPs on tours of nursing workplaces including hospitals, long-term care homes, colleges and universities, and community settings including nurse practitioner-led clinics, community health centres, public health units, traditional home care visits as well as street settings that are home for clients with multiple health challenges.

This year, we hope to invite [Insert name of MPP] to tour [Insert name of organization] on [Insert tentative date and time] and are requesting your permission to carry this out. Our hope is that this visit will provide [Insert name of MPP] with a window on the working world of nursing and an opportunity to experience and better understand the breadth and depth of what it is that registered nurses do. It is also an opportunity for you to showcase the government's integral role in supporting nurses work. [If organization has participated in the past, reference this participation]

I [or name of another nurse or both names] look forward to your favourable reply concerning this request. I can be contacted at [insert email or phone or both]. I am organizing this visit in consultation with RNAO and should you have any questions, you are welcome to contact them.

I hope [Insert name of organization] will join with us and help [Insert name of MPP] to recognize the vital role of nursing in [insert name of organization] and the community.

Kind Regards,

[Your name, credentials and position within RNAO and within the requested organization if any]

cc Contact person in your organization
 Your Chapter President
 Kayla Scott, RNAO, Research Coordinator

Sample Media Consent and Release

Date

Name of Model

I, the undersigned model, hereby irrevocably consent to and authorize the use and reproduction by you, or anyone authorized by you, for the following specified below, and without compensation to me, of all photographic material in which I appear including, without limitation, any and all negatives, positives and or prints.

I also acknowledge and agree that all such photographic materials is your sole and complete property and I release in your favour any rights whatsoever which I may have in the said photographic material. Furthermore, I hereby release and forever discourage you from any claims, obligations, liabilities, damage actions, cause of action costs and expenses whatsoever arising out of or in connection with the photographic material.

For

To be used in Unlimited
(List media and geographic area of use)

For the period of Unlimited

Signature Tel
(Signature of model)

Address

Witness
(Name of witness)

(Signature of witness)

TAKE YOUR MPP TO WORK DAY
Sample Agenda
For MPP [NAME]'s tour of [FACILITY NAME]
With RN [NAME]
[DATE] from [TIMES]

1 HOUR VISIT

09:00 – 09:15

- Greet MPP at **[LOCATION]**, go to meeting room.
- Official welcome by administrator and RN/RNAO Member
- Introduction to Facility
- Have a brief round table discussion with RN participants
 - Who am I?
 - What do I do?
 - Why do I like working here?
 - What makes my workplace special?
 - What are the challenges I face in my position?
("A day in the life of a nurse")
 - What are the challenges my workplace is facing?
("A day in the life of the facility")
 - How do these challenges affect patient or client care?
("A day in the life of a patient or client")
 - What could the MOHLTC do to improve on these challenges?
 - Describe some innovations and success stories from the first hand.
 - Discuss transitional care issues

09:15- 09:45

- Arrive on unit
- Meet with front-line staff (inter-professional) on the unit to discuss program and their role
- Focus on complexity of cases, scarcity of resources – challenges related to community focus on medical model, clients who “fall through cracks”

09:45 – 10:00

- Brief walking tour of important features of facility.
- Opportunity for Media Questions
- Official Thank you
- Hand out gifts.



Registered Nurses'
Association of Ontario
L'Association des
infirmières et infirmiers
autorisés de l'Ontario

TAKE YOUR MPP TO WORK DAY
Sample Agenda
For MPP [NAME]'s tour of [FACILITY NAME]
With RN [NAME]
[DATE] from [TIMES]

2 HOUR VISIT

09:00 – 09:15

- Greet MPP at [LOCATION], go to meeting room.
- Official welcome by administrator and RN/RNAO Member
- Introduction to Facility
- Have a short round table discussion with RN participants
 - Who am I?
 - What do I do?
 - Why do I like working here?
 - What makes my workplace special?
 - What are the challenges I face in my position?
("A day in the life of a nurse")
 - What are the challenges my workplace is facing?
("A day in the life of the hospital")
 - How do these challenges affect patient care?
("A day in the life of a patient")
 - What could the MOHLTC do to improve on these challenges?
 - Describe some innovations and success stories from the first hand.
 - Discuss transitional care issues

09:15- 10:00

- Arrive on unit
- Meet with front-line staff (inter-professional) on the unit to discuss program and their role
- Focus on complexity of cases, scarcity of resources – challenges related to community focus on medical model, clients who “fall through cracks”

10:15 – 10:45

- Brief walking tour of important features of facility.
- Opportunity for Media Questions
- Official Thank you
- Hand out gifts.

10:45 – 11:00

- Refreshments
- Informal discussion

Sample – Work plan Chelsey Park Streetsville Example

Take Your MPP to Work – Work plan

1. Promotion (Media and Advertising)

- a. Brampton Guardian -
- b. Streetsville Booster
- c. Posters in building

2. Invitations

- a. Confirm attendance with MPP
- b. All Nursing Staff by letter
- c. Medical Advisor
- d. RN – Educator – Head Office
- e. PRP Peel
- f. CCAC Case Manager LTC
- g. Peel Chapter President, RNAO

3. Handouts

- a. Prepare package for Mr. Dhillon, MPP
- b. Prepare package for nurses

4. Refreshments

- a. Food Services preparing muffins, tea and coffee
- b. Bring plate of fruit

5. Program

- a. Refreshments
- b. Welcome – Administrator and RN /RNAO member
- c. Introduction to program – Resident and Family Resource Worker (RFRW) BScN/RNAO member
- d. Round table
 - 1. Who I am
 - 2. What I do
 - 3. Why I like working at CPS /in LTC
 - 4. What makes CPS special
 - 5. What are the challenges in my job
 - 6. What could the Ministry of Health LTC change
- e. Tour -Administrator and RFRW display board

6. Gift

- a. Bag of nursing, health and safety goodies

7. Setting

- a. Recreation Room or patio
- b. Clean / tidy halls, and common rooms
- c. Parking space reservation

RNAO thanks Chelsey Park Streetsville for allowing us to adapt and reproduce this document.

Example Staff Info:

Take your MPP to work day is a Registered Nurses' Association initiative
This year's Nursing Week theme:

Think you Know Nursing: Take a Closer Look

Blueberry Health Centre Nurses take Peter Fonseca into the world of Cardiac Surgery where RNs with special education are performing vital roles to enhance the patient experience, patient safety and optimal use of the health care system

May 15, 2011 –

9:30 am – 1100 am Itinerary

Take your MPP to Work Day – 2010

Blueberry Health Centre

Bonnie Cherry Chief Nurse & Professional Practice Executive and President of the Nurse Practitioners' Association of Ontario, Bob Joe RNFA and Katie Fair VP Planning and Corporate Services will meet Peter Fonseca at the main entrance: Mississauga at 0930.

The goal of the visit is to enhance Mr. Fonseca's knowledge about the many specialized nursing roles through the cardiac surgery patient experience. Emphasis will be placed on achieving patient centred care, the vital role of RNs in a variety of roles enabling safe transfer of care across the continuum, and interprofessional collaboration. Additionally, Acute Care Nurse Practitioners will discuss their role in medication reconciliation and the NP developed follow-up clinic where NPs address care needs after discharge and prevent admissions to the Emergency department.

The role of the RNFA as well as the Nurse Practitioner will be addressed in addition to specialized roles for registered nurses in the care of cardiac surgery patients. Bonnie will also highlight needed health care system changes that need to occur to fully enable Nurse Practitioners efficiently practice to their full scope in both inpatient and ambulatory settings.

Objectives:

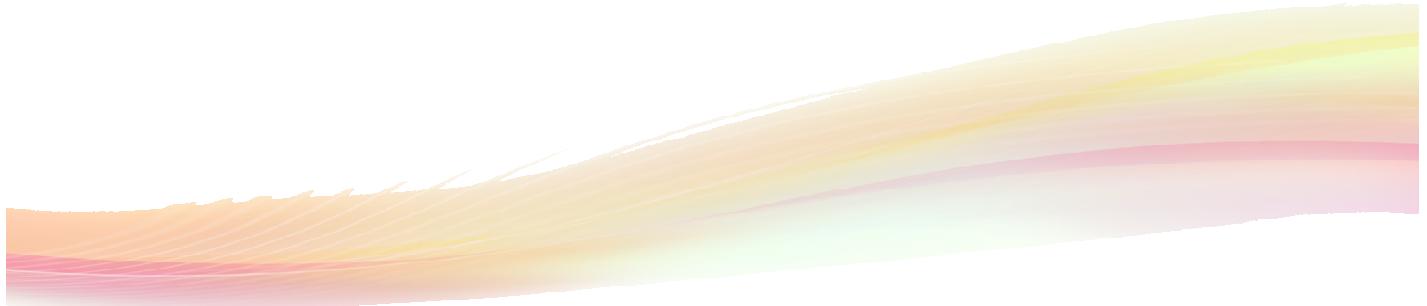
Visit the Surgery Intensive Care Unit

- Learn about the role of the Cardiac Surgery triage nurse and interface with the Cardiac Care Network to manage wait times
- Learn about role of Registered Nurse First Assistant
- Learn about the role of the Registered Nurse in this special cardiac surgery critical care area.

Visit Cardiac Surgery Patient Unit

- Learn about the role of the Acute Care Nurse Practitioner and how this NP works with RNs and the interprofessional team to provide care and prepare this patient population for discharge
- Learn about medication reconciliation (a patient safety initiative) and the role of the ACNP
- Learn about the ACNP Cardiac Surgery Follow-up Clinic

Final Event Wrap Up Materials



Template Thank you Letter

[MPP/MP's address]

[Date]

Re: Take Your MPP Visit [Insert Date] at [Organization Name]

Dear [insert name MPP/MP],

On behalf of the Registered Nurses' Association of Ontario (RNAO), I would like to take this opportunity to thank you for participating in our 11th Annual Take Your MPP to Work event! Thank you for celebrating with nurses their commitment and dedication to building strong and equitable communities. [You could include a sentence here about where they visited, what happened, and what they saw.]

As one of [number of] MPPs participating, from all parties and regions of Ontario, you were privy to a unique opportunity to look inside the working world of nursing and experience firsthand the breadth and depth of what registered nurses do. We hope this experience was positive and enlightening. We very much appreciate that you took time out of your busy schedule to meet with, listen to and learn about our profession and our role in the health care system.

Thank you again for helping us to make RNAO's 11th Annual Take Your MPP to Work event an overwhelming success! We look forward to your participation again next year during Nursing Week!

Post Take your MPP to Work Evaluation

To be completed after Nursing Week, May 9 – 15, 2011

This year we have included some items to do after your visit with your MPP. Your feedback from your visit is very important to us. We want to make sure that you have enjoyed your visit and if any follow up from home office is needed. Please complete the form and email it back to kscott@rnao.org or to 158 Pearl Street, Toronto, M5H 1L3) by **June 1, 2011**.

Name:

Email:

Contact Number:

Date of MPP visit:

Location of MPP visit:

Follow up Items:

1. Did I enjoy my visit with my MPP?

2. What did I do on my visit with my MPP?

- 3. Are there any items that home office needs to follow up on?**

- 4. Is there anything we can do to improve the organizing kit for next year?**

- 5. Did I send any electronic pictures to RNAO home office from the visit?**

- 6. Did I send in my sample press release (if used) to use as an example in the kit next year?**

- 7. Would I like to be quoted in next year's kit about my visit?**

- 8. Any comments or suggestions for next year?**

Please complete the form and email it back to kscott@rnao.org or to 158 Pearl Street,
Toronto, M5H 1L3 by June 1, 2011.

Helpful Resources



Helpful Resources for your visit

To help you with your planning, you may be interested in reading and making the following materials available at your visit. You could include these materials in a folder to give to your MPP should you wish. You could also circulate these materials to your colleagues before the visit so that they are aware of what RNAO information you will be giving your MPP.

If you would like a hard copy sent to you before your visit, please contact kscott@rnao.org or 416-599-1925 ext. 214 to have it sent to you.

Materials:

1. *Creating Vibrant Communities: RNAO's Challenge to Ontario's Political Parties-2011 Technical Backgrounder*

http://www.rnao.org/Storage/65/5964_Backgrounder.pdf

2. *Creating Vibrant Communities: RNAO's Challenge to Ontario's Political Parties- 2011 Executive*

Summaryhttp://www.rnao.org/Storage/65/5963_RNAO_Executive_Summary_REV2.pdf

3. Backgrounder on Ontario RNs in 2010

http://www.rnao.org/Storage/76/7051_NursingWorkforceBackgrounder-Feb2011.pdf

4. RNAO Nurses Vote Bookmark

http://www.rnao.org/Storage/76/7065_70368-1_RNAO_bookmarkRGB.pdf

If you would like any other materials that are not included in this list, please feel welcome to contact kscott@rnao.org or 416-599-1925 ext. 214. We are happy to send these to you in hard copy as well.

Examples of Pictures from Take Your MPP to Work Events

The following pictures might give you a good idea of pictures that you may be interested in taking for your Chapter/Interest Group newsletter and other promotional materials.

Important tips:

- ✓ An important tip is to ensure that the MPP has consented to having pictures made public. Check with their assistant if any other approval is needed.
- ✓ If you are using clients in the picture, please ensure that you use your association consent form or use the template enclosed in this package. You also need to make sure that there are no patient signifiers in the pictures that you take (e.g. Patient Boards)
- ✓ Smile ☺



(2010 MPP Steve Clark)



(2010 MPP John Gerretsen)



(2010 MPP Deb Matthews)

RNAO Samples:



RNAO DURHAM / NORTH HUMBERLAND CHAPTER MEETING

TAKE YOU MPP TO WORK DAY

MPP HOT BREAKFAST

Date: *Friday May 14, 2010*

Time: *0800 - 1030 hours*

Place: *Ontario Shores Centre for Mental Health Science
700 Gordon Street, Whitby, Ontario L1N 5S9*

Room: *Conference room D & E*

NOTE: *the chapter will be sponsoring this event*

***We can only accommodate 50 members at this event
(first fifty (50) to RSVP will be confirmed)***

Please RSVP to Lorraine Carrington @ lmeagc@sympatico.ca by **April 30, 2010**



Nursing week May 10th to May 16th, 2010.

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Nursing week declaration:

Greater Sudbury Deputy Mayor, Ron Dupuis, proclaimed the week of May 10-16 as Nursing Week in Greater Sudbury.

(Picture: Left to right)

- **Maria Casas, Co-President of RNAO- Sudbury,**
- **Ron Dupuis, Deputy Mayor of Greater Sudbury,**
- **Paul-André Gauthier, RNAO- Regional Representative (region 11) and**
- **Jane Keown, Co-President of RNAO- Sudbury.**



Take Your MPP to Work

WINDSOR, Ontario - Tuesday, June 9th, 2009 – Health care providers at West Windsor's Sandwich Community Health Centre (SCHC) will meet with the Honourable Sandra Pupatello. Pupatello will hear about the work being done by SCHC staff to reduce reliance on hospital Emergency Rooms. She will hear about the Centre's efforts to support clients to remain in their own homes and what the Centre is doing to reduce costs to the health care system.

The Sandwich Community Health Centre is one of many sites across Ontario where politicians will shadow health care providers as part of the Registered Nurses' Association of Ontario's (RNAO) ninth annual *Take Your MPP to Work* (TYMW) event.

"These tours are a window on the working world of health care, an excellent opportunity for politicians – and the public – to see and better understand just what it is that health care providers do," says RNAO's Essex Chapter member, Lynda Monik. "We want people to understand how nurses' knowledge and the work of an inter professional team keep clients well and provide the best possible care when clients need it."

Pupatello will hear directly from SCHC health care providers about the Centre's success to be identified as one of the RNAO's Best Practice Spotlight Candidate Organizations.

WHAT: Take Your MPP to Work
Minister Pupatello will meet with staff that provides primary health care, health promotion and disease prevention in one of Windsor's most culturally diverse areas.

WHO: Honourable Sandra Pupatello, Liberal MPP, West Windsor
Tour Guide: Debbie Ferrari, Clinical Manager and Susan Ellis,
Community Program Manager

WHEN: Tuesday, June 9th, 2009
2:00 pm

WHERE: Sandwich Community Health Centre (behind Forster Secondary School)
749 Felix Avenue, Windsor
519-258-6002 or cell 519-564-4858

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For more information, please contact:
**Lynda Monik, Executive Director, Sandwich Community Health Centre and member
of the RNAO Essex Chapter**