



Take Your MPP to Work – Checklist

Planning:

- Send a letter to – or call - the health system partner you would like to participate in the event and invite them and their RNs, NPs and/or nursing students to participate. And, before you take the next step, ensure you have indicated the event will be facilitated virtually.
- Once their participation is secured, send an invitation letter to your MPP. Follow up with a phone call to their constituency office staff.
- Confirm actual date of visit with MPP’s office and RNAO home office (amorris@rnao.ca) to schedule the ZOOM meeting and receive the connection details
- Schedule a planning meeting with the participating health system partner (e.g. CNE/CNO, Nurse Educator, Director of Communications, RNAO Chapter President) to recruit presenters and develop an agenda for the event (30 – 60 mins, depending on how long the MPP has agreed to). Remember, we want the event/meeting to focus on nurses and nursing through the pandemic as supported by the Nurse Wellness Fact Sheet and Political Action Bulletin. Send the agenda to amorris@rnao.ca once finalized
- Confirm with all participants (presenters and MPP) whether the session could be recorded. The playback link will be provided by home office to host.
- If desired, request a dry-run with home office. This can help presenters become familiar with the platform prior to the event/meeting date.

Day of event/meeting:

- Prepare a welcome to be delivered by member of the planning committee with an introduction to organization.
- Facilitate event/meeting (suggested ideas for agenda below)
 - What is the role in the organization?
 - What population(s) do we serve?
 - What have been some challenges because of or during the pandemic?
 - What kind of supports does the organization and its nursing staff need?
 - How could things be improved?
 - What did RNAO’s Nurse Work and Wellbeing Survey reveal about the experience of nurses during the pandemic and the future of nursing post-pandemic? Questions and comments
- Support moderating of event in collaboration with home office staff