

## Registered Nurses' Association of Ontario Request for Workshop Host Sites for Addressing Substance Use Champion Workshops 2016/2017

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The Registered Nurses' Association of Ontario (RNAO) is requesting applications from interested and eligible health care organizations and academic institutions to act as a Host Site for an **Addressing Substance Use Best Practice Champion Foundational Workshop (Level 1)** and/or an **Addressing Substance Use Best Practice Champions Advanced (Level 2) Workshop**.

### Background

Established in 2002, the RNAO Best Practice Champions Network<sup>®</sup> has engaged thousands of nurses and other health care professionals from across Ontario and hundreds more throughout Canada and internationally. All nurses and allied health providers who attend the one-day *Addressing Substance Use Best Practice Champion Workshop* are able to participate in the Network.

The **Addressing Substance Use Best Practice Champions Foundational (Level 1) Workshop** provides participants with an overview of introductory concepts related to providing safe, ethical and competent care to clients in all clinical settings who are experiencing the effects of substance use disorders. Participants will engage in discussing concepts related to understanding stigma, gain related knowledge on licit and illicit drugs, learn best practices related to screening, brief intervention and referral to treatment and discuss harm reduction and the social determinants of health. Workshop participants will also be introduced to the RNAO *Toolkit: Implementation of Best Practice Guidelines (2nd Edition)*, facilitating development and enhancement of skills such as learning when to use guidelines, how to conduct a needs assessment and gap analysis in order to identify the practice changes to be implemented, how to engage stakeholders, assess their organization's readiness and develop a plan for implementing best practice recommendations in their work setting. This workshop is intended to build capacity amongst participants across all clinical settings who wish to gain knowledge and confidence in working with clients who use substances.

The **Addressing Substance Use Best Practice Champions Advanced (Level 2) Workshop** is for those who have already participated in a previous "*Addictions and Mental Health Champion Workshop*" and/or "*Addressing Substance Use Foundational (Level 1) Workshop*" and wish to expand their knowledge of best practices related to substance use disorders. Advanced concepts such as harm reduction and concurrent disorders will be examined. Furthermore, an in-depth exploration of sustaining implementation of best practices through the use of the RNAO *Toolkit: Implementation of Best Practice Guidelines (2nd Edition)* will be conducted. Concepts related to leadership, mentorship and networking will be explored to enhance the Champion role.

Following the Foundational or Advanced *Addressing Substance Use Best Practice Champion* workshop, Champions have access to a variety of resources and supports through the RNAO Best Practice Champions Network<sup>®</sup> and the Mental Health and Addictions Initiative including access to e-bulletins, newsletters, social networking and, continuing education webinars, learning events on relevant topics, access to e-learning modules, membership in RNAO's Addictions and Mental Health Community of Practice and funding opportunities to support further education and networking.

Funded by the Province of Ontario's Ministry of Health and Long Term Care, all Ontario-based *Addressing Substance Use Best Practice Champions Foundational Workshops* and *Addressing Substance Use Best Practice Champions Advanced Workshops* and other professional development offerings are provided free of charge for participants.

## Partnership Description

The RNAO is seeking Host Site Organizations who meet the criteria listed below and who are interested in hosting one or more of the following:

1. *Addressing Substance Use Best Practice Champions Foundational Workshop*
2. *Addressing Substance Use Best Practice Champions Advanced Workshop*

While ongoing communication with and engagement of Best Practice Champions at the host site and RNAO is expected following the workshop, the duration of this specific partnership opportunity between RNAO and the Organization will conclude following the delivery of the workshop(s).

## Eligibility Criteria for the Host Site:

The Host Site must be able to meet the following requirements:

- Demonstrated interest and involvement in evidence-based clinical practice through the implementation of RNAO best practice guidelines.
- Commitment to supporting a cohort of their own staff to attend the workshop
  - The Host organization may reserve a maximum of 33% of workshop spaces for internal staff, with the balance to be reserved for external participants
- Ability of a space appropriate for a full day, interactive workshop in a configuration conducive to small group work
  - **Workshop space must accommodate approximately 60 participants** (organizations located in Northern Ontario or rural areas may be eligible for flexibility with respect to room size)
- Availability of related resources and technology/equipment to support such a workshop, including technology support and capacity to accommodate for catering
- Ability to host such a workshop at a mutually agreeable time between May 2016 and January 2017
- Ability to assist with promotion of the workshop within the Host Site and to community partners through existing networks
- Ability to provide on-site logistical support during planning for, delivery of and follow-up immediately after the workshop
- **Advanced Workshop Only:** Host sites must demonstrate evidence that the organization hosted an "Addictions and Mental Health Champion Workshop" and/or "Addressing Substance Use Foundational (Level 1) Workshop" in the past. Alternatively, potential host sites may choose to working partnership with a site that has hosted a Foundational (Level 1) Workshop in the past.  
**\*\*NOTE:** Participants who attend Advanced Level 2 workshop must demonstrate previous attendance at a Level 1 Champion workshop (i.e. certificate of attendance) and/or complete the Engaging Clients with Substance Use Disorders Elearning module (i.e. certificate of completion) in advance of the workshop

**Please note** that all Workshop facilitation and materials will be provided by RNAO. The Best Practice Champions Network® program funding does not allow for alterations or customization of workshop content.

### **Roles and Responsibilities:**

*The role of the Host Site will be as follows:*

- Enter into an agreement with RNAO for hosting a full day workshop, at a mutually agreeable date. This will involve the provision of a contact person, workshop space, support for logistical details such as the arrangement of catering, receiving and short-term storage of workshop materials immediately in advance of and following the workshop, and necessary technical support
- Promote the workshop to participants within the Host Site and to other organizations within the region to support participant registration
- Commit to sending a cohort of their nursing staff to the workshop
- Communication with RNAO regarding site details, workshop registration and other logistics
- Provide appropriate set up of the venue the day of the workshop including room set up (rounds of 4 – 6 chairs) and audio/visual equipment (microphone, laptop/computer, projector, screen, speakers, and flip chart easel and paper).
- Catering options should reflect a healthy menu including vegetarian options (please see healthy eating checklist).

*The role of the RNAO in relation to the Host Sites will be as follows:*

- The RNAO will fund all direct costs for the workshop, including costs related to workshop space, catering, workshop materials, and any required equipment (note: preference will be given to organizations with the ability to offer/arrange space at no cost).
- The RNAO will develop the workshop curriculum, prepare all workshop materials and deliver the workshop
- The RNAO will provide administrative support staff to assist with liaison and coordination of activities related to the workshop, including on-site logistics, coordination and registration. All expenses related to salary and expenses for the facilitator and any RNAO staff support will be the responsibility of RNAO

### **Instruction to Applicants:**

1. Application must be submitted using the form below (plus required attachments), and be received by the Registered Nurses' Association of Ontario by 4:00 p.m. EST on February 19<sup>th</sup>, 2016.
2. **Applications are to be submitted via email**, with all items requiring signature scanned. Applicants will receive a confirmation email upon receipt of application.
3. Applications or any related questions should be directed to:

Kyle Dieleman  
Project Coordinator, International Affairs and Best Practice Guidelines Centre  
Phone: 416-408-5641/ 1-800-268-7199 X 255  
[kdieleman@rnao.ca](mailto:kdieleman@rnao.ca)

4. Submission of an application is not binding, nor does submission guarantee acceptance. It is anticipated that RNAO will be unable to accommodate all applicants; however every effort will be made to arrange alternate participation opportunities for Host Site Applicants who are not selected.
5. The RNAO has the right to cancel this Request at any time and to reissue it for any reason without incurring any liability and no applicant will have any claim against RNAO as a consequence.

6. A Review Committee established by the RNAO will review each submission. The RNAO reserves the right to determine the qualitative aspects of all proposals relative to the evaluation criteria.

**Selection of Host Sites:**

In selecting Host Sites, RNAO will endeavour to address the following considerations:

- Representation, parity and equitable distribution of workshop opportunities across Ontario and across sectors of care.
- Anticipated success in engaging internal Champions in the implementation of best practice guidelines related to mental health and addictions, as demonstrated by past successful efforts and/or future plans for implementation.
- Cost effectiveness, particularly regarding workshop space and catering expenses.
- Partnerships and linkages with other health care providers are viewed as a strong asset for applicants. RNAO is particularly interested in working with organizations that can leverage these connections to support promotion and dissemination of the workshop opportunity to ensure appropriate workshop registration.
- Priority will be given to organizations who have not hosted Champions workshops in the past, with the exception of those sites who are applying for an Addressing Substance Use Level 2 Workshop in which case having hosted a Level 1 workshop, or partnering with another organization who has, is required