

Best Practice Champions Network® Request for Workshop Host Sites 2016/2017

The Registered Nurses' Association of Ontario (RNAO) is requesting applications from interested health care organizations and academic institutions to act as a Host Site for a **Best Practice Champions Level 1 Workshop** delivered on-site.

Background

Established in 2002, the Best Practice Champions Network® has engaged thousands of nurses and other health care professionals from across Ontario and hundreds more internationally. All nurses and allied health providers who attend the one-day Best Practice Champions Level 1 Workshop may participate in the Network.

The **Best Practice Champions Level 1 Workshop** introduces participants to RNAO's Best Practice Guidelines and evidence-based practice, along with a model to implement practice change. Throughout the workshop, participants utilize RNAO's *Toolkit: Implementation of Best Practice Guidelines* (2nd ed.), learning how to conduct a needs assessment and gap analysis in order to identify the practice changes to be implemented, engage stakeholders, assess their organization's readiness for change, develop a plan for implementing best practice recommendations in their work settings and evaluate outcomes.

Following the workshop, Champions have access to a variety of resources and supports including e-bulletins, social networking, regular knowledge exchange teleconferences/webinars, additional workshops and other learning events on relevant topics, as well as 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 Best Practice Champions Level 1 Workshops are provided free of charge.

Please note that the Best Practice Champions Level 2 Workshop will be available virtually only during the 2016/17 fiscal year.

Partnership Description

The RNAO is seeking Host Site Organizations who meet the criteria listed below and who are interested in hosting a Best Practice Champions Level 1 Workshop.

While ongoing communication 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 Host Site will conclude following the delivery of the workshop.

Eligibility Criteria:

Service provider and academic institutions are eligible to apply as a Host Site if 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 Site may reserve a maximum of 40% of workshop spots for internal staff, with the balance to be reserved for external participants.
- Availability of a space appropriate for a full-day interactive workshop in a configuration conducive to small group work.
 - Workshop space must accommodate a minimum of 50 participants.
 - Note: Organizations located in Northern Ontario or rural areas may be eligible for flexibility with regard to room size.
- Availability of related resources and technology/equipment to support such a workshop, including information technology support and facilities that can support catering.
- Ability to host a workshop at a mutually agreeable time between April, 2016 and February 2017.
- Ability to assist with marketing of the workshop within the Host Site and surrounding community through existing networks.
- Ability to provide on-site logistical support during the planning for, delivery of and follow up immediately after 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 Sites will be as follows:

- Enter into an agreement with RNAO for hosting a full day in-person 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 and market 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.
- Regular and timely communication with RNAO regarding site details, workshop registration and other logistics.
- Provide appropriate set up of venue the day of the workshop including room set up (tables with 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 refer to the Healthy Eating Guide including in the application for suggested menu options).

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 the rental of workshop space (as necessary), workshop facilitation, catering, workshop materials, any required equipment (note: preference will be given to organizations with the ability to offer/arrange space at no cost).
- The RNAO will be responsible for preparing all workshop materials.
- The RNAO will provide administrative support staff to assist with liaison and coordination 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. Applications 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, 2016**.
2. **Applications should be submitted via email.** Applicants will receive a confirmation email upon receipt of application within one week.
3. Applications or any related questions should be directed to:

Andrea Stubbs
Program Coordinator, Best Practice Champions Network®
Registered Nurses' Association of Ontario
astubbs@rnao.ca
Phone: 416-408-5632 / 1-800-268-7199 x213
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, across sectors of care.
- Anticipated success in engaging internal Champions in the implementation of best practice guidelines, 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, and workshop registration.
- Priority will be given to organizations who have not hosted Champions workshops in the past, although all are encouraged to apply.