



# RNAO

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

## Take Your MPP To Work 2016 Toolkit





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autorisés de l'Ontario

April 2016

Dear RNAO member,

On behalf of the Registered Nurses' Association of Ontario (RNAO) I welcome your participation in RNAO's **16<sup>th</sup> Annual Take Your MPP To Work™** event. This initiative dates back to 2000 and has been an annual event since 2001 when the three political party leaders went to work with a registered nurse to see first-hand, the skills and expertise required to provide important health-care services to Ontarians. Since that time, it has grown to become a popular political engagement activity for RNAO members and MPPs alike. This on-the-job experience allows politicians to better understand the breadth and depth of nursing practice across diverse work settings. Having their elected representatives come to work, allows RNAO members to better understand the competing interests MPPs must deal with.

**Take Your MPP To Work (TYMTW)™ 2016** begins Nursing Week, which runs from May 9 - May 15. The theme this year is, "Nurses: With you every step on the way." **TYMTW™** will continue until mid-June to allow as many MPPs as possible to participate.

We hope you will join other RNAO members by organizing a visit to your workplace. If your chapter is already organizing a visit and/or an event, please let your RNAO board member and RNAO head office know. We would be happy to tweet, post to Facebook and post to our Nursing Week website, the date of your visit and pictures from your event. RNAO's communications department will be pleased to assist you with any media-related requirements. To view our Nursing Week 2016 website, please visit: [NURSINGWEEK.RNAO.CA](http://NURSINGWEEK.RNAO.CA)

To help make your event a success, we recommend you read the information contained in this toolkit. We have included practical suggestions/ideas about what to do to create a great site visit for your MPP.

We hope you enjoy using this toolkit to plan your **TYMTW™** event. Please don't hesitate to contact Shelley Martel at [smartel@rnao.ca](mailto:smartel@rnao.ca); 1-800-268-7199, x 214; 416-408-5613 should you have any further questions.

This event is a great opportunity to showcase registered nurses and nurse practitioners and the important work we do in our communities!

Warm Regards

Doris Grinspun, RN, MSN, PhD, LLD(hon), O.ONT.  
Chief Executive Officer  
Registered Nurses' Association of Ontario

## Table of Contents

Backgrounder – 2016 Take Your MPP To Work™ .....	1
Important Resources and Who is My MPP?.....	2
Constituency Office Information and Contact Information for MPPs.....	3
Now What? How to Celebrate Take Your MPP To Work™ Event.....	4
Sample Timeline and Check List.....	5
Key Steps: Planning a Take Your MPP To Work™ Event.....	6,7
Chapter/Interest Group/workplace worksheet.....	8,9
Template MPP Invitation.....	10
Draft invitation to your organization's Chief Nursing Officer .....	11
Press release template.....	12
Thank-you letter template.....	13
<a href="#">Social Media</a> .....	14
Social Media Guidelines.....	15
Sample agenda (one hour visit).....	16
Sample agenda (two-hour visit).....	17
Sample work plan (from Brampton LTC home).....	18
Taking Photos and Helpful Resources.....	19
TYMTW™ Media Alert (copy) .....	20
TYMTW™ Event Advertisement (copy).....	21
TYMTW™ Event Agenda.....	22
Municipal Nursing Week Proclamation (copy).....	23

## **Backgrounder – 2016 *Take Your MPP To Work*<sup>TM</sup>**

### **What is *Take Your MPP To Work*<sup>TM</sup>?**

This is RNAO's 16<sup>th</sup> year organizing *Take Your MPP To Work*<sup>TM</sup>. The roots of this event go back to 2000. However, RNAO decided to make this an annual event in 2001. RNAO initiated this event as part of our Nursing Week celebrations. The idea is for Registered Nurses (RN) and Nurse Practitioners (NP) 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 practise including family homes, nurse practitioner-led clinics, community health centres, family health teams, hospitals, long-term care homes, public health units, post-secondary institutions and in street health settings. Premiers, ministers, leaders of opposition parties, city councillors, MPPs, MPs, and even LHIN representatives can accompany nursing leaders to practice sites across Ontario.

### **Why this approach?**

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

### **Who has participated in the past?**

This event has grown to include MPPs and MPs from across the province. Many chapters and partner organizations have hosted multiple visits over the years.



**MPP Monte Kwinter**  
**Unison Health & Community Services, Finch Site**



**MPP Julia Munro**  
**Georgina Nurse Practitioner-Led Clinic**



**MPP Peter Tabuns**  
**Bridgepoint Health, Toronto**

## Important Resources

### Templates and Sample Letters

Our *Take Your MPP To Work*<sup>TM</sup> 2016 toolkit includes templates and sample letters to help organize your visit. You are welcome to use the templates as they are. All templates are found at:

<http://mao.ca/policy/political-action/take-your-mpp-work-2016>

You are also welcome to modify them to reflect the nature of your visit. The 2016 organizing kit includes the following:

- Invitation letter to your MPP
- Letter to your Chief Nursing Officer
- Template media release
- Template thank-you letter
- Sample agenda
- Sample work plan and checklist

### Who is my MPP?

We are thrilled you are organizing a *Take Your MPP To Work*<sup>TM</sup> visit! In doing so, it is important to remember you may live in one riding but work in another—this may impact your decision on who to invite to participate. Most MPPs prefer to participate in site visits, which occur in their own ridings. As a result, you may have to invite an MPP, other than your own, to accompany you to work for this event.

If you don't know what riding you live in, please go to the link below listed for [Elections Ontario](#). On the screen entitled **Find Your Electoral District**, fill in the relevant information regarding street address, community and postal code. Hit "go." The screen will open to display a map with the name of your riding on it.

To determine who your MPP is, please go to the link below listed for the Legislative Assembly of Ontario. At the site entitled, **Current MPPs**, you will see the list of MPPs in the left column and the list of their **Ridings** in the right column. If you click on **Sort** in the riding column, the ridings will be sorted to run in alphabetical order. Look for the name of your riding in this right-hand column - the name of your MPP will be listed directly across in the list on the left.

Now that you know who your own MPP is, you will also want to know if he/she also represents the area where your workplace is located. Follow the same process as before. Click on the link to Elections Ontario, only this time, input the street address, community and postal code of your workplace. The screen will open to display a map with the name of the riding on it. If the name of the riding is the same for your home and for your workplace, then your own MPP is the elected official you want to take to work with you. If the riding name is different, you need to access the link to the Legislative Assembly of Ontario to determine who the MPP is who represents the area where your workplace is located. Please note that many cases, your MPP and the MPP who represents your workplace may well be different. Given MPPs usually want to go to participate in a site visit in their own riding, you should consider inviting the MPP who represents your workplace.

## MPP constituency office information

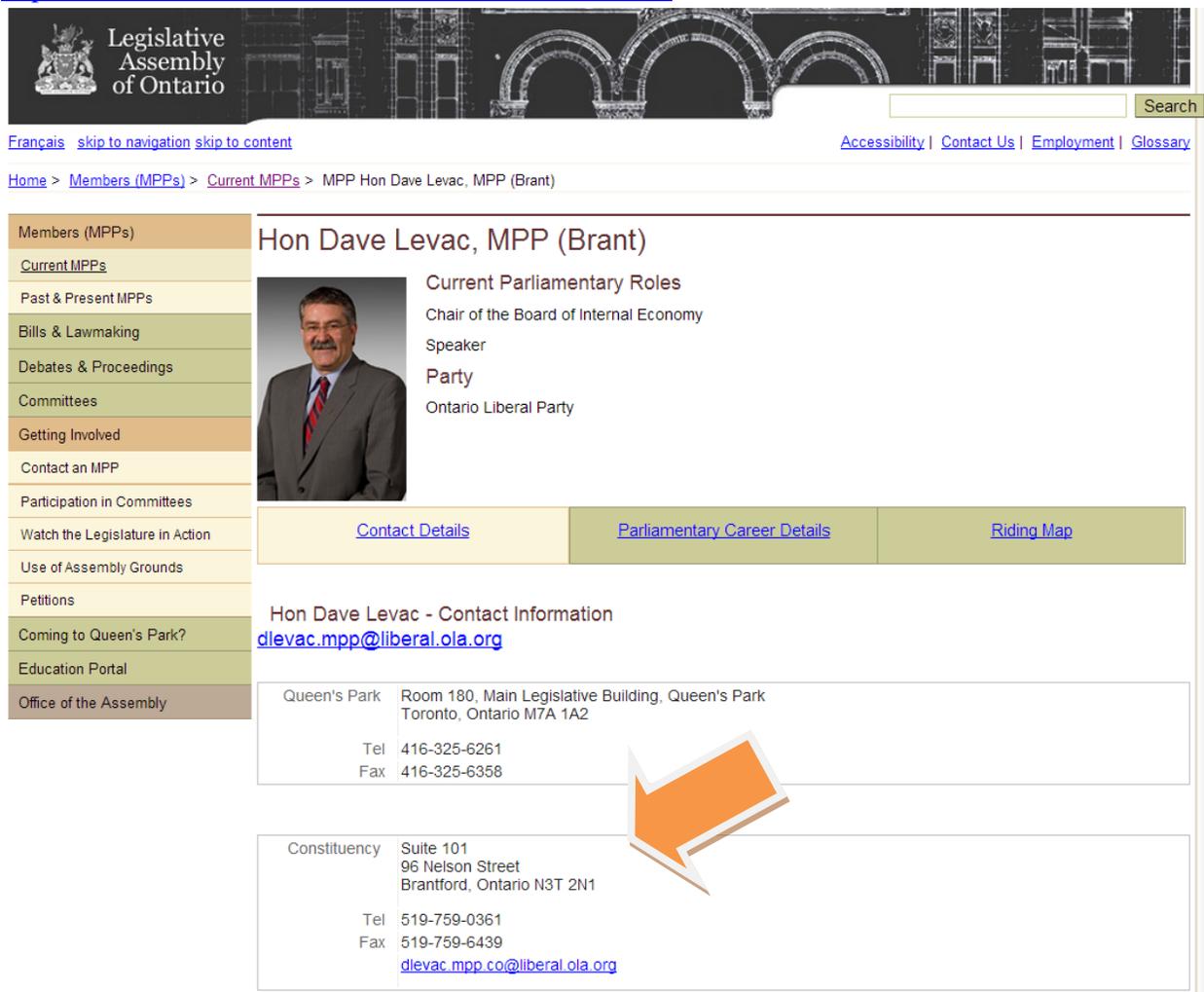
Members of Provincial Parliament (MPPs) have at least two offices. One office is located at Queen's Park in downtown Toronto at the Legislative Assembly. The other (s) is located in the riding itself. For the purposes of *TYMTW*<sup>TM</sup>, you need to send your invitation to the riding office as it deals with meetings and events, which occur in the constituency.

To locate the address of your MPP's constituency office, please go to the Ontario Legislative Assembly website listed below. On the right hand side is an alphabetical listing of all MPPs. Choose the name of your MPP and click on it. The screen will open to a page like the one shown below. Please note the contact information for the MPP listed under constituency. You can certainly email your invitation letter but please ensure you have the full mailing address listed on it.

## Contact Information for MPPs

Here is the link:

[http://www.ontla.on.ca/web/members/members\\_current.do](http://www.ontla.on.ca/web/members/members_current.do)



Legislative Assembly of Ontario

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### Hon Dave Levac, MPP (Brant)



**Current Parliamentary Roles**  
Chair of the Board of Internal Economy  
Speaker  
**Party**  
Ontario Liberal Party

[Contact Details](#) [Parliamentary Career Details](#) [Riding Map](#)

#### Hon Dave Levac - Contact Information

[dlevac.mpp@liberal.ola.org](mailto:dlevac.mpp@liberal.ola.org)

Queen's Park	Room 180, Main Legislative Building, Queen's Park Toronto, Ontario M7A 1A2
Tel	416-325-6261
Fax	416-325-6358



Constituency	Suite 101 96 Nelson Street Brantford, Ontario N3T 2N1
Tel	519-759-0361
Fax	519-759-6439

[dlevac.mpp.co@liberal.ola.org](mailto:dlevac.mpp.co@liberal.ola.org)

## Now What?

Now that you have located the contact information for 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 makes accessing the MPP invitation letter, MPP thank you letter, or the press release template, much easier. The Word version allows you to copy and paste your RNAO Chapter logo and/or your electronic signature on letters and a press release.

### Ideas about how to celebrate *Take Your MPP To Work™*

- Host a breakfast with your MPP and local staff and go over RNAO's Key Documents**
- Host a tour of your local health facility and have your MPP meet with other nurses on the floor**
- Hold a visit with your MPP and 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**
- 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 and learn and invite your MPP to attend**
- Invite them to a ceremony at your health facility**

## Sample Timeline/Checklist

### *April 2016 (one month prior):*

- Contact RNAO head office to obtain a toolkit or view one online at: [www.RNAO.ca/MPP2016](http://www.RNAO.ca/MPP2016)
- Send a letter to your Chief Nursing Executive/Officer or Nursing Professional Practice Lead in your work place (do this before the next step)
- Send an invitation letter to your MPP (ensure permission has been granted first from site location)
- Confirm actual date of visit with MPP's office and RNAO head office
- Prepare promotional materials (posters/flyers) for your workplace
- Schedule a planning meeting with key stakeholders in your workplace (e.g. CNE/ 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 (e.g. CNO, Educator, Director of Communications, RNAO Chapter President)
- Compile information for handout packages (one for MPP/staff, one for nursing staff)
- Book a room for an informal round table discussion

### *Early May 2016 (one week prior)*

- Prepare media release with detailed information. Send a draft media release to RNAO's communications department to review/provide feedback, if necessary
- (Communications) Identify key media outlets: local newspaper, radio, television
- Prepare/order refreshments
- Confirm attendance with MPP's office/ RNAO head office
- If applicable, communications department will issue media release
- Please note that some politicians and workplaces may prefer to restrict media.**  
(Please speak with Shelley Martel and the communications department at RNAO if concerned)

### *Take Your MPP To Work™*

- Remember refreshments
- Welcome by administrator and RN/RNAO member/Introduction to program/ facility
- Roundtable discussion
  - What is my role in the organization? Why do I like working here?
  - 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) and MPPs do to improve these challenges?
  - Describe some innovations and success stories from first-hand knowledge
- Facility tour
- Opportunity for media questions

**Key Steps: Planning a *Take Your MPP To Work*<sup>TM</sup> event**

Activities	Tasks	Resources
<p><b>Mobilizing members and recruiting volunteers for site visits</b></p>	<p>Messages to use in recruiting members:</p> <ul style="list-style-type: none"> <li>• Short-term project with specific timeframes</li> <li>• Steps well-laid out with resource materials available</li> <li>• High visibility for your organization and for nursing in your community</li> <li>• Proven track record of success</li> <li>• Event may have a province-wide impact</li> <li>• Meet (email, teleconference, face to face) regularly to compare notes, develop strategies, share ideas and success stories. Share resources from head office.</li> </ul>	<p>List of potential RN contacts:</p> <ul style="list-style-type: none"> <li>• RNAO Board Member/Assembly Rep.</li> <li>• Chapter/Interest Group Chair</li> <li>• Workplace liaisons</li> <li>• Policy &amp; Political Action and Communication ENOs</li> <li>• Advanced practice fellowship</li> <li>• RNAO recognition award winners</li> <li>• Nurses in advanced practice roles</li> </ul>
<p>Confirming a site visit</p>	<p>To get commitment of site to participate:</p> <ul style="list-style-type: none"> <li>• 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.)</li> <li>• Follow up with personal contact within a week</li> <li>• You may wish to ask for written confirmation from site</li> <li>• Send thank you letter to site following the event</li> <li>• Keep all records of your communication</li> </ul>	<p>List of potential sites:</p> <ul style="list-style-type: none"> <li>• Best Practice Spotlight Organizations (BPSOs)</li> <li>• Workplace award winners</li> <li>• Programs targeted to high risk populations (i.e. homeless, diabetics).</li> <li>• Consider a range of possible sites across all sectors. E.g., some partners organized home care visits with MPPs after getting client permission.</li> <li>• Template thank you letter</li> </ul>

<p>Inviting MPPs</p>	<ul style="list-style-type: none"> <li>• 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)</li> <li>• Follow up phone call to constituency office within a week of the letter. <b>This is crucial.</b> 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.</li> <li>• Treat constituency staff with great respect; consult with staff/MPP on potential site visits or areas of interest</li> <li>• Confirm date and time with the MPP’s constituency office – Nursing Week (May 9-15) is ideal. If the Legislature is sitting, MPPs may only be available Fridays (May 13, 20, or 27 or from May 23 to May 27 when the Legislature is not sitting). Try to be flexible about dates (a visit sometime in May or even June is fine).</li> <li>• Provide agenda to MPP’s office prior to event</li> <li>• Send thank you letter to MPP following the event</li> </ul>	<ul style="list-style-type: none"> <li>• List of MPPs</li> <li>• Template invitation letter to MPP to participate in a <i>TYMTW</i> event</li> </ul>
<p>Develop the agenda for the visit</p>	<ul style="list-style-type: none"> <li>• 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</li> <li>• 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 community/patients – include positive points as well as identifying challenges.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• agendas from past <i>TYMTW</i> visits are available from the policy department</li> </ul>
<p>Media relations</p>	<ul style="list-style-type: none"> <li>• 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.)</li> <li>• RNAO Chapter communication officers are available to assist with co-ordinating media advisories for the event</li> <li>• Sites may want to orchestrate media through their media or public relations departments</li> </ul>	<ul style="list-style-type: none"> <li>• Template media release</li> <li>• Model consent and release form</li> </ul>

**Interest Group/Workplace Worksheet**

<b>Activity</b>	<b>Insert Name Lead Member</b>	<b>Insert Name Lead Member</b>	<b>Insert Name Lead Member</b>
MPP(s) <ul style="list-style-type: none"> <li>• Name</li> <li>• Parliamentary role(s)</li> </ul>			
MPP invitation <ul style="list-style-type: none"> <li>• Letter sent</li> <li>• Participation confirmed</li> </ul>			
Details of visit <ul style="list-style-type: none"> <li>• Location /Date//Time</li> <li>• Theme (optional)</li> <li>• Goals/Objectives</li> </ul>			
Confirmation information forwarded to RNAO			
Nurse(s) participating			
Agenda <ul style="list-style-type: none"> <li>• Developed and shared with staff</li> <li>• Copy sent to MPP's office (on request)</li> </ul>			
Third party consents <ul style="list-style-type: none"> <li>• Request letter sent</li> <li>• Confirmation received</li> </ul>			
<ul style="list-style-type: none"> <li>• Patient consents (as required)</li> <li>• Person responsible getting signed consents</li> <li>• Consents collected and filed</li> </ul>			
Media <ul style="list-style-type: none"> <li>• Advisory issued</li> <li>• Reporters attending</li> <li>• Press release issued</li> <li>• Contact made with RNAO's communications department</li> </ul>			
Photos <ul style="list-style-type: none"> <li>• Person responsible for taking photos</li> <li>• Submitted to <i>RN Journal</i> (<a href="mailto:editor@RNAO.ca">editor@RNAO.ca</a>)</li> </ul>			

## Template MPP Invitation

[RNAO Logo? /Chapter/IG Logo?]

[Your address]

[Date]

[MPP Name, MPP]

[Riding]

[Constituency Address]

[City, Postal Code]

**Re: *Take Your MPP To Work*<sup>TM</sup> 2016**

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

Dear Minister [if they are a Minister]

As [President/Political Executive Network Officer/RNAO Member] of the \_\_\_\_\_ Chapter of RNAO [**or alternate wording**], I am pleased to invite you to participate in the Registered Nurses' Association of Ontario's 16<sup>th</sup> annual ***Take Your MPP To Work***<sup>TM</sup> event. The roots of this initiative go back to 2000. It has been an annual event since 2001 when the three political party leaders went to work with a registered nurse to see firsthand, the skills and expertise required to provide important health care services to Ontarians. Since that time, ***TYMTW***<sup>TM</sup> has grown to become an annual, popular engagement activity for RNAO members and MPPs alike. Premiers, Cabinet Ministers, Opposition Leaders and many MPPs, have gone to work with registered nurses and nurse practitioners in hospitals, community health centres, family health teams, nurse practitioner-led clinics, long-term care homes, public health units, post-secondary institutions, and even street health settings. This on-the-job experience has given politicians a unique opportunity to better understand the breadth and depth of nursing practice and the challenges and opportunities of providing health care across diverse practice settings.

If you are able to participate, we would be pleased to arrange a site visit for you to {specific site already identified in riding or close to riding} or to a health care setting in your riding during Nursing Week, which runs from May 9 - May 15 this year. If that week does not meet your availability, we would be happy to work with your staff to determine another date and time which will.

We will be in touch with your office regarding this event and options for a site visit. However, you are welcome to contact [Name], [email] directly if you want to confirm your participation in our 16<sup>th</sup> Annual ***Take Your MPP To Work***<sup>TM</sup> event and consider dates and times for a visit.

We look forward to the opportunity to showcase the vital role of nursing for you!

Warmest regards,

[Signature]

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

cc: Shelley Martel, RNAO Home Office

**Draft invitation letter to your organization's Chief Nursing Officer**

[Date]

[Organization address]

**[RE: 16<sup>th</sup> Annual Take Your MPP To Work™ event]**

Dear **[insert name of Chief Nursing Officer]**,

This year, Nursing Week runs from **May 9 - May 15, 2016**. 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 (RN) and nurse practitioners (NP) will be honoured in a myriad of ways, illustrating the integral role nurses play in the delivery of health care in Ontario.

The roots of *Take Your MPP To Work™* go back to 2000. It has been a part of Nursing Week celebrations since 2001, when the Registered Nurses' Association of Ontario (RNAO) invited the three political party leaders at the time to go to work with a RN to see firsthand, the skills and expertise required to provide important health-care services to Ontarians. Since that time, *TYMTW™* has grown to become an important annual political engagement event for RNAO members and MPPs alike. Premiers, Cabinet Ministers, Opposition Leaders and numerous MPPs, have gone to work with RNs and NPs in hospitals, community health centres, family health teams, nurse practitioner-led clinics, long-term care homes, public health units, post-secondary institutions, and even street health settings. This on-the-job experience has given politicians a unique opportunity to better understand the breadth and depth of nursing practice and the challenges and opportunities of providing health care across diverse practice settings.

This Nursing Week, we hope to invite **[Insert name of MPP]** to visit **[Insert name of organization]** on **[Insert tentative date and time]** and are requesting your permission to do so. Our hope is that this visit will provide **[Insert name of MPP]** with a window into the working world of nursing. Such a visit would also provide **{name of organization}** with an opportunity to showcase the integral role played by RNs and NPs in delivering important health care services in our community.

I **[or name of another nurse or both names]** look forward to your reply concerning this request. I can be contacted at **[insert email or phone or both]**. I am organizing this visit in consultation with RNAO. Should you have any questions, please feel free to contact Shelley Martel at [smartel@RNAO.ca](mailto:smartel@RNAO.ca)

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  
         Your RNAO Board Member  
         Shelley Martel, RNAO, Home Office

## Press Release Template

### Local politician follows in registered nurses' footsteps during Nursing Week 2016 (May 9 - 15)

[Name of city/town, month, date, 2016] – Local nurses have invited [party] [MPP/MP] [full name of politician] to learn more about the successes and challenges of practicing as a registered nurse (RN) or nurse practitioner (NP) in Ontario by touring [unit/facility] on [date of visit] as part of Nursing Week 2016 activities.

[MPP, last name] is one of many politicians across the province who is taking part in this Nursing Week tradition, which is part of the Registered Nurses' Association of Ontario's (RNAO) *16th Annual Take Your MPP To Work™* event. This initiative encourages politicians to shadow nurses in order to better understand the role of RNs and NPs in Ontario's health-care system.

Politicians including [MPP/MP, last name] will learn about the responsibilities nurses have in our communities, see how nurses use their knowledge and skills to better the health of the population, and observe RNs and NPs interactions with patients.

“Nurses have a critical role to play in disease prevention, health promotion and client-centred care,” says RNAO's [chapter/interest group/region] [title] [name]. “*Take Your MPP To Work™* gives our political leaders a fantastic opportunity to experience and see, firsthand, the high-quality care RNs and NPs provide on a daily basis. It also helps to enhance their knowledge when it comes to the day-to-day workings of our health-care system.”

**WHAT:** *Take Your MPP To Work™*  
[Brief synopsis of what the politician will see/tour]

**WHO:** Full name of politician, [party affiliation] [MPP/MP], [name], [riding]  
Nurse(s) (provide full names and titles)

**WHEN:** Date  
Time

**WHERE:** Name of health-care organization  
Location of visit (including, if applicable, room name/number)  
Street address  
City/town, postal code  
Telephone number

The Registered Nurses' Association of Ontario (RNAO) is the professional association representing registered nurses in Ontario. Since 1925, RNAO has advocated for healthy public policy, promoted excellence in nursing practice, increased nurses' contribution to shaping the health-care system, and influenced decisions that affect nurses and the public they serve. For more information about *Take Your MPP to Work*, please visit <http://nursingweek.rnao.ca/>. You can also check out our Facebook page at [www.RNAO.ca/facebook](http://www.RNAO.ca/facebook) and follow us on Twitter at [www.twitter.com/RNAO](http://www.twitter.com/RNAO).

-30-

For more information, please contact:

Name,\* title on local executive, chapter/region/interest group, RNAO  
Telephone number (including area code); email address

\*Note: this person must be available to answer media calls.

## Thank-you letter template

[MPP address]

[Date]

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

Dear [insert name MPP],

On behalf of the Registered Nurses' Association of Ontario (RNAO), I would like to take this opportunity to thank you for participating in our *16<sup>th</sup> Annual Take Your MPP To Work™* event! Thank you for celebrating the commitment and dedication of registered nurses (RNs) and nurse practitioners (NPs) towards building strong, healthy and vibrant 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 RNs and NPs 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 essential role in the health-care system.

Thank you again for helping us to make RNAO's *16<sup>th</sup> Annual Take Your MPP To Work™* an overwhelming success! We look forward to your participation again next year!

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  
         Your RNAO Board Member  
         Shelley Martel, RNAO, Home Office

## Social Media

Social media is frequently used to celebrate RNAO's **Take Your MPP To Work**<sup>TM</sup>. We encourage you to let us know if you will be hosting an event as we can tweet, post to Facebook and upload details to our RNAO Nursing Week website here: [www.nursingweek.RNAO.ca](http://www.nursingweek.RNAO.ca)

Before you consider using a social media component for your upcoming event, you must have permission from your host site and MPP that you can mention their participation to the public. **RNAO can assist you with ensuring the highest standard of confidentiality and professionalism while using social media.** This can include liaising with the MPP's office and/or host site should they have any questions.

MPPs and host sites often welcome the use of RNAO Twitter, RNAO Facebook and our RNAO Nursing Week website as it informs their constituents and community that they have celebrated Nursing Week. It also allows them to share pictures and to celebrate the extraordinary work that nurses do in your community.

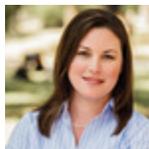
If you would like to include a social media component for your event for Nursing Week, please connect with Neil Halper (RNAO Web and Social Media Editor) at [nhalper@RNAO.ca](mailto:nhalper@RNAO.ca) or 416-599-1925 x 274.

*Examples of Twitter use during nursing week (below)*



**Bill Walker, MPP** @billwalkermpp May 10

May 9 2013 Statement on RNAO **Take Your MPP To Work**: [.youtu.be/Z\\_qrBPQEVFk?a](https://youtu.be/Z_qrBPQEVFk?a) via @YouTube



**Catherine Fife** @CFifeKW May 10

Just one of the awesome nurses in Paediatric Oncology at GRH #ThankANurse #onpoli #ondp #KWAwsome [pic.twitter.com/KvL8tWcfHw](https://pic.twitter.com/KvL8tWcfHw)



## Social Media Guidelines

Members hosting site visits which use social media on behalf of the Registered Nurses' Association of Ontario (RNAO) are expected to adhere to:

- RNAO Code of Conduct
- RNAO Confidentiality Obligations
- The "Terms of Use" of third party sites
- The local legal and ethical regulations
- The guidelines set forth in this document
- Practice Standards as set out by the College of Nurses of Ontario

## Use of Social Media

When posting information about *Take Your MPP To Work*<sup>TM</sup>, please exercise good judgments **at all times and do not:**

- Use RNAO name in your identity
- Disclose confidential or proprietary company information
- Use intellectual property, logos, trademarks, and copyright

## Disclaimer

If you decide to use any form of social media and make reference to RNAO, please use this disclaimer: "Postings on this space belong to (**enter name here**) and only contain my personal positions, strategies and opinions. It is not endorsed by the Registered Nurses' Association of Ontario nor does it constitute any official communication of the Registered Nurses' Association of Ontario"

## Use on Behalf of RNAO

When you participate in social media on behalf of the Registered Nurses' Association of Ontario, please be aware that you are representing the Registered Nurses' Association of Ontario in the same way as you would in any other public forum. The Registered Nurses' Association of Ontario does not endorse or take responsibility for content posted by third parties.

## Media Inquiries

Your contributions to social computing and online conversations might attract media attention. If a member of the media contacts you, simply notify:

Dan Punch, Communications Officer/Writer, RNAO

Tel: 416-599-1925 / 1-800-268-7199, x 250

[dpunch@rnao.org](mailto:dpunch@rnao.org)



# RNAO

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

## Take Your MPP To Work™ Event Sample Agenda

For MPP [NAME]'s tour of [FACILITY NAME]  
With RN [NAME]  
[DATE] from [TIMES]

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### 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
  - What is my role in the organization? Why do I like working here?
  - 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 Local Health Integration Networks, Ministry of Health and Long-Term Care (MOHLTC) and MPPs do to improve on these challenges?
  - Describe some innovations and success stories from first -hand knowledge

#### **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 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



# RNAO

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

## Take Your MPP To Work™ Event Sample Agenda

For MPP [NAME]'s tour of [FACILITY NAME]  
With RN [NAME]  
[DATE] from [TIMES]

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### 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
  - What is my role in the organization? Why do I like working here?
  - 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 Local Health Integration Networks, Ministry of Health and Long-Term Care (MOHLTC) and MPPs do to improve on these challenges?
  - Describe some innovations and success stories from first -hand knowledge

#### **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 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

#### **10:45 – 11:00**

- Refreshments
- Informal discussion

**Take Your MPP To Work™ Event – 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. Case Manager LTC
  - f. Peel Chapter President, RNAO
- 3. Handouts**
  - a. Prepare package for [name], 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 RN
  - d. Round table discussion:
    1. Why I like working in LTC at CPS
    2. What makes CPS special
    3. What are the challenges in my job
    4. What could the Ministry of Health LTC change
  - e. Tour - Administrator
- 6. 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.**

## Taking Pictures at your Take Your MPP To Work™ event

- ✓ Ensure 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 ☺

## 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 RAO information you will be giving your MPP.

**1) Coming Together, Moving Forward: Building the Next Chapter of Ontario's Rural, Remote and Northern Nursing Workforce**

<http://rnao.ca/policy/reports/coming-together-moving-forward-building-next-chapter-ontario%E2%80%99s-rural-remote-and-north>

**2) Queen's Park Day 2016 Briefing Notes for Discussion with MPPs**

<http://rnao.ca/policy/political-action/queens-park-day-2016>

**3) Nursing Workforce Backgrounder (February 2016)**

[http://rnao.ca/sites/rnao-ca/files/Revised\\_Nursing\\_HR\\_Backgrounder\\_1\\_0.pdf](http://rnao.ca/sites/rnao-ca/files/Revised_Nursing_HR_Backgrounder_1_0.pdf)

For hard copies of these documents or other resources materials not included in this list, please email Shelley Martel at [smartel@rnao.ca](mailto:smartel@rnao.ca) or call her at 1-800-268-7199 x 214 or 416-408-5613.

You may also be interested in the copies of a past *TYMTW*™ media release, workplace event advertisement, agenda and municipal proclamation of Nursing Week which follow.



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

**Media Advisory: Local politician to learn about health care from public health nurses**

NIAGARA FALLS, May 21, 2015 – MPP Wayne Gates will learn more about the opportunities and challenges of practicing as a public health nurse in Ontario during a visit to both a Well Baby and Parenting Drop in Clinic run at the YMCA at the MacBain Community Centre and the Ontario Early Years Satellite Site as part of RNAO's Take Your MPP to Work™ event.

This initiative began in 2001 when the three political party leaders went to work with a registered nurse to see first-hand, the skills and expertise required to provide important health care services to Ontarians. Since that time, it has grown to become an annual, popular political engagement activity for RNAO members and MPPs alike. This on-the-job experience allows politicians to better understand the breadth and depth of nursing practice across many health care settings and gives MPPs an idea of what is required to strengthen the system and improve care for Ontarians.

**WHAT:**

- Wayne Gates, MPP for Niagara Falls, will visit a Well Baby and Parenting Drop-in clinic and meet public health nurses to learn about the programs and services they provide and the opportunities and challenges of delivering care in this setting

**WHEN:**

- Thursday, May 21, 2015

**WHERE:**

- MacBain Community Center, 7150 Montrose Road, Niagara Falls, ON

**CONTACTS:**

- Ryan Donnelly, Constituency Assistant (MPP Wayne Gates) at (289) 241-1142
- Anne Biscaro, Director, Family Health/Chief Nursing Officer at (905) 688-8248 Ext 7151

The Registered Nurses' Association of Ontario (RNAO) is the professional association representing registered nurses in Ontario. Since 1925, RNAO has advocated for healthy public policy, promoted excellence in nursing practice, increased nurses' contribution to shaping the health-care system, and influenced decisions that affect nurses and the public they serve. For more information about *Take Your MPP to Work*, please visit <http://nursingweek.rnao.ca/>. You can also check out our Facebook page at [www.RNAO.ca/facebook](http://www.RNAO.ca/facebook) and follow us on Twitter at [www.twitter.com/RNAO](http://www.twitter.com/RNAO).

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For more information, please contact:

Dan Punch, Communications Officer/Writer, RNAO  
Tel: 416-599-1925 / 1-800-268-7199 x 250  
dpunch@rnao.org

[www.RNAO.ca/MPP2016](http://www.RNAO.ca/MPP2016)



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Take Your MPP to Work™ Event

**Agenda**

For MPP **David Zimmer's** tour of **North York General Hospital**

With RN **Jaime Charlebois**

**May 15, 2014 from 09:30 a.m. to 10:30 a.m.**

**09:30 a.m. to 09:35 a.m.**

- **Karyn Popovich**, VP & CNE, **Susan Woollard**, Program Director, **Bonnie Kerr**, CTM, **Jaime Charlebois**, RN, **Courtney Sorger**, Director of Communications, and **Priscilla Hsu**, Communications Officer, meet and greet **The Hon. David Zimmer**, MPP at the hospital's main entrance

**09:35 a.m. to 10:20 a.m.**

- Arrive at the second floor

Guided tour around the Labour and Delivery with **Susan Woollard**, Program Director, **Bonnie Kerr**, CTM, and **Jaime Charlebois**, RN (several other RN's volunteering).

**Focus: Education and Engagement**

- During the tour around the Labour and Delivery Unit, The Honourable David Zimmer will meet several nurses, a patient advisor, and a volunteer and learn about:
  - Triage and patient flow on the unit
  - Exciting opportunities moving forward
  - Implementing eCare in 2013 on the unit (includes: electronic medical records, electronic standardized documentation, close loop medication administration, and order-entry via CPOE etc.)
  - Perinatal bereavement and volunteer services
  - Nursing education, which includes a simulation of a birth and neonatal resuscitation

**10:20 a.m. to 10:30 a.m.**

- Q&A
- Closing remarks

**\*\*\*RNAO thanks Jaime Charlebois for sharing this itinerary**

## 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.



**Greater Grand Sudbury**

# PROCLAMATION

**NATIONAL NURSING WEEK**  
May 10 – 16, 2010

**SEMAINE NATIONALE DES SOINS INFIRMIERS**  
Du 10 au 16 mai 2010

**WHEREAS** the week of May 10 to May 16, 2010 is recognized throughout Canada as National Nursing Week; and

**WHEREAS** the theme of National Nursing Week 2010 is «Nursing: You can't live without it!»; and

**WHEREAS** the Registered Nurses in Ontario value the legislated right and responsibility of protecting the public; and

**WHEREAS** the Regions of Greater Sudbury, Espanola and Manitoulin Island recognize that the nursing profession advocates for the health of Ontarians; that nurses make a vital contribution to health care in our community, providing care to our citizens in hospitals, nursing homes, community health clinics, private homes, schools, and other centers; and

**WHEREAS** during National Nursing Week, over 100,000 nurses in Ontario will be inviting the public to participate in many events to promote good health, the prevention of illness and increase the public's awareness of the role of the nursing profession; and

**WHEREAS** during 2010, the Registered Nurses of the Regions of Greater Sudbury, Espanola and Manitoulin Island will join all nurses in the province to promote patient and client safety in their care;

**NOW THEREFORE**, I, John Rodriguez, Mayor of the City of Greater Sudbury hereby proclaim May 10 – May 16, 2010 as National Nursing Week in the City of Greater Sudbury and urge all citizens to join nurses in celebrating National Nursing Week.

Dated at Greater Sudbury, this 3<sup>rd</sup> day of May, 2010.

**ATTENDU QUE** la semaine du 10 au 16 mai 2010 est reconnue dans tout le Canada comme la Semaine nationale des soins infirmiers;

**ATTENDU QUE** le thème de la Semaine nationale des soins infirmiers 2010 est « Les soins infirmiers : On ne peut pas s'en passer ! »;

**ATTENDU QUE** les infirmières et les infirmiers autorisés en Ontario valorisent le droit et la responsabilité prévus par la loi de protéger le public;

**ATTENDU QUE** les régions du Grand Sudbury, d'Espanola et de l'île Manitoulin reconnaissent que la profession infirmière se fait la championne de la santé des Ontariens; que les infirmières et les infirmiers ont une contribution essentielle aux soins de santé dans notre communauté, en prodiguant des soins à nos concitoyens à l'hôpital, à la maison de soins infirmiers, à la clinique de santé communautaires, à domicile, à l'école et dans d'autres centres;

**ATTENDU QUE** pendant la Semaine nationale des soins infirmiers, plus de 100 000 infirmières et infirmiers en Ontario inviteront le public à participer à bon nombre d'événements visant à promouvoir la bonne santé, la prévention de la maladie et la sensibilisation du public au rôle que joue la profession infirmière;

**ATTENDU QU'EN** 2010, les infirmières et les infirmiers autorisés des régions du Grand Sudbury, d'Espanola et de l'île Manitoulin se joindront à tous les autres infirmières et infirmiers de la province afin de promouvoir la sécurité des patients et des clients qu'elles ou qu'ils soignent;

**PAR CONSÉQUENT**, je, John Rodriguez, maire de la Ville du Grand Sudbury, proclame, par les présentes, que la semaine du 10 au 16 mai 2010 est la Semaine nationale des soins infirmiers dans la Ville du Grand Sudbury et j'encourage vivement tous les citoyens à se joindre aux infirmières et aux infirmiers pour célébrer la Semaine nationale des soins infirmiers.

Faite au Grand Sudbury, le 3<sup>e</sup> jour de mai 2010.

*John Rodriguez*  
John Rodriguez, Mayor/Maire