



RNAO

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

Take Your MPP To Work 2017 Toolkit





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

March 2017

Dear RNAO member,

On behalf of the Registered Nurses' Association of Ontario (RNAO), I welcome your participation in RNAO's *17th Annual Take Your MPP To Work (TYMTW)*™ event. This initiative dates back to 2000, and has been an annual event since 2001 when each of the three political party leaders went to work with a registered nurse to see first-hand how they provide health-care services to Ontarians. Since that time, the initiative has 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 also allows RNAO members to better understand the competing interests MPPs must deal with.

TYMTW 2017 begins during Nursing Week, which runs from May 8 - May 14. The theme this year is "Nursing: Values. Evidence. Courage." *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 home office know. We would be happy to post your event on our website and on social media. RNAO's communications department will be pleased to assist you with any media-related requirements.

To help make your event a success, we recommend you read the information contained in this toolkit. We have included practical suggestions and ideas about how 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 Annie Ytterberg, Nursing and Health Policy Coordinator, at aytterberg@RNAO.ca or; 416-408-561, or 1-800-268-7199, x 214 should you have any further questions.

This event is a great opportunity to showcase the important work that registered nurses, nurse practitioners, and nursing students do in our communities.

Warm Regards

A handwritten signature in black ink that reads "Doris Grinspun". The signature is fluid and cursive, with a long horizontal flourish at the end.

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

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Backgrounder – Take Your MPP To Work 2017

What is *Take Your MPP To Work*?

This is RNAO's 17th year organizing *Take Your MPP To Work*. 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), Nurse Practitioners (NP), and nursing students 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 Christina Martins
Toronto Public Health



MPP John Yakabuski
Bromley-Whitewater CHC



MPP Andrea Horwath
McMaster Children's Hospital

Important Resources

Templates and Sample Letters

Our *Take Your MPP To Work 2017* toolkit includes templates and sample letters to help organize your visit. You are welcome to use the templates as they are. All templates are also available on our [TYMTW website](#).

You are also welcome to modify them to reflect the nature of your visit. The 2017 organizing kit includes the following:

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

Who is my MPP?

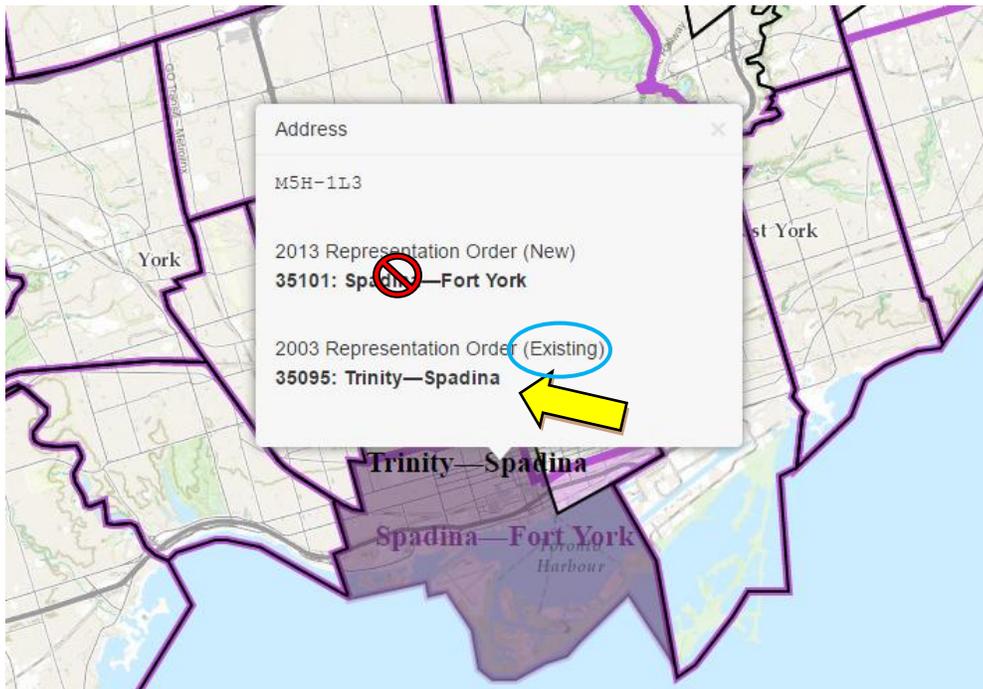
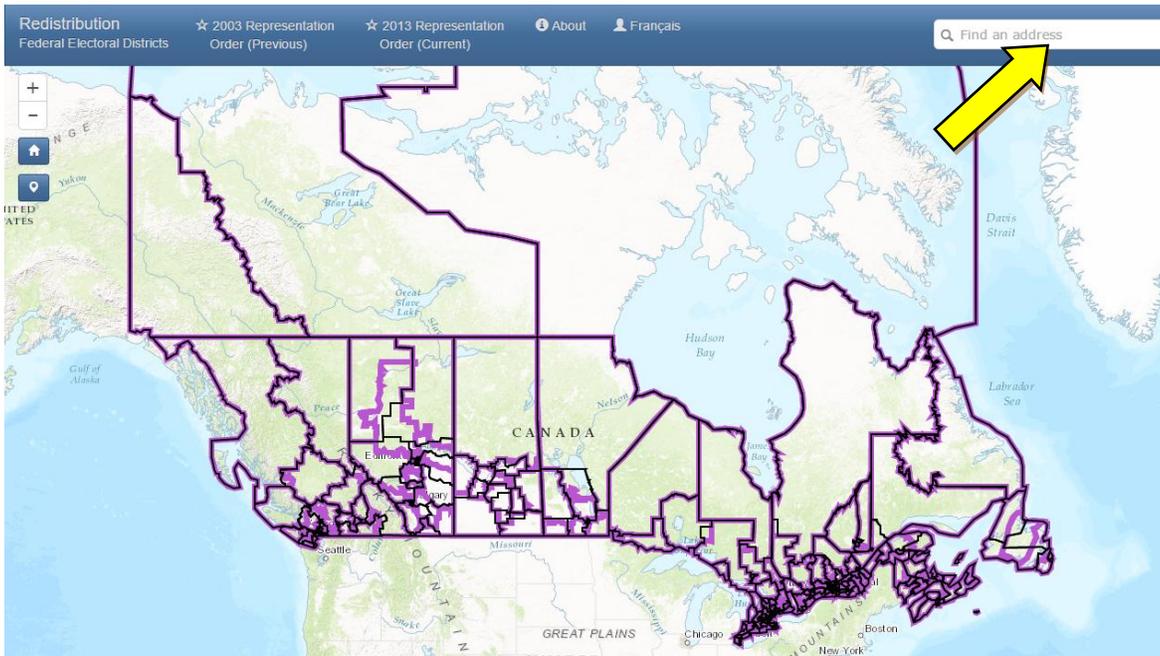
We are thrilled you are organizing a *Take Your MPP To Work* visit! In doing so, it is important to remember you may live in one riding but work in another—this may impact your decision on who to invite to participate. Most MPPs prefer to participate in site visits that occur in their own ridings. As 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 your riding, please go to one of the following websites. [Elections Ontario](#) and [Elections Canada](#) both have tools to find your riding. The Elections Ontario tool does not always work, so the Elections Canada tool is more reliable. Input your address or postal code and your riding will be located. If using the Elections Canada tool, it may give you two riding names, “existing” and “new.” This is because in 2018, provincial ridings will move to federal ridings. Until then, the “existing” riding is your current riding (see picture on following page).

To determine your MPP, look at the list of current MPPs on the [website of the Legislative Assembly of Ontario](#). The left column lists the MPPs by name and the right column lists the riding. If you click on sort in the riding column, the ridings will be sorted to run in alphabetical order.

Now that you know who your 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. On the [Elections Ontario](#) or [Elections Canada](#) page, input the address or postal code of your workplace. If the name of the riding is the same for your home and for your workplace, then your 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.

Elections Canada: <http://www.redecoupage-federal-redistribution.ca/map/pwt/pwt.html>



A- | A | A+

Find Your Electoral District

To see information and details about your electoral district, choose it from the dropdown below, or find it by entering in your address.

Choose an Electoral District

Enter a Civic or Rural address below *

I have a:

Type of Address
 Civic Lot & Concession

Street No Street Name

Street Type Direction Unit

Place Postal Code

[Français](#) [skip to navigation](#) [skip to content](#) [Accessibility](#) | [Contact Us](#) | [Employment](#) | [Glossary](#)

[Home](#) > [Members \(MPPs\)](#) > Current MPPs

- Members (MPPs)
- Current MPPs**
- Past & Present MPPs
- Bills & Lawmaking
- Debates & Proceedings
- Committees
- Getting Involved
- Contact an MPP
- Participation in Committees
- Watch the Legislature in Action
- Use of Assembly Grounds
- Petitions
- Coming to Queen's Park?
- Visit & Learn - Discovery Portal
- Office of the Assembly

Current MPPs

All MPPs

MPP [sort](#) ▼

Riding [sort](#)

Albanese, Hon Laura	York South—Weston
Anderson, Granville	Durham
Armstrong, Teresa J.	London—Fanshawe
Arnott, Ted	Wellington—Halton Hills
Bailey, Robert	Sarnia—Lambton
Baker, Yvan	Etobicoke Centre
Ballard, Hon Chris	Newmarket—Aurora
Barrett, Toby	Haldimand—Norfolk
Berardinetti, Lorenzo	Scarborough Southwest
Bisson, Gilles	Timmins—James Bay
Bradley, James J.	St. Catharines
Brown, Patrick	Simcoe North

Current Party Standings

Total Seats: 107

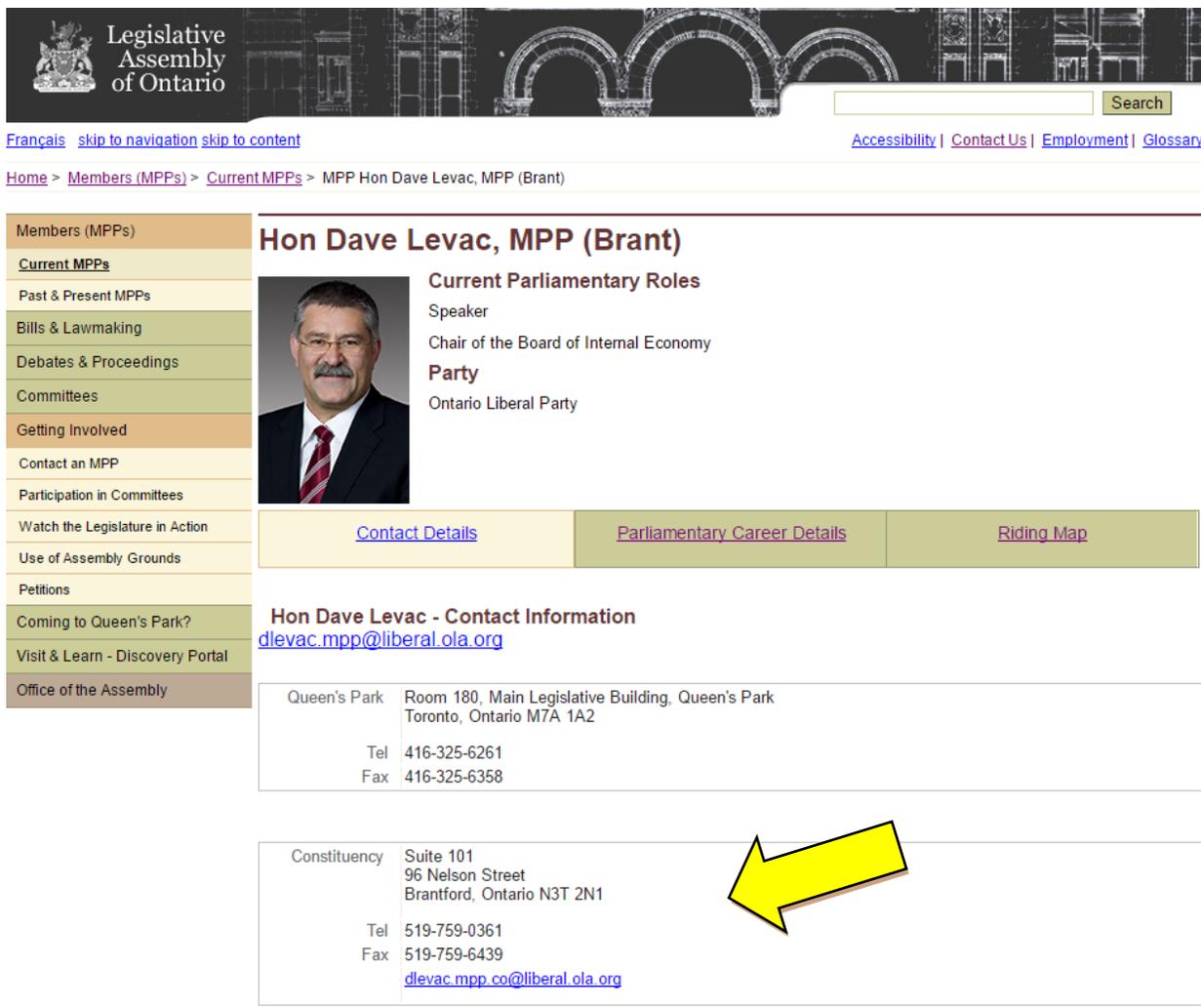
Ontario Liberal Party: 57
 Progressive Conservative Party of Ontario: 29
 New Democratic Party of Ontario: 20
 Vacant seat(s): 1



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*, you need to send your invitation to the riding office as it deals with meetings and events that occur in the constituency.

To locate the address of your MPP's constituency office, go to the [Ontario Legislative Assembly website](#). On the left hand side is an alphabetical listing of all MPPs. Click on the name of your MPP. 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. Some MPPs in large ridings have two constituency offices. In that case, address your invitation to the office closest to the location of the site visit.



Legislative Assembly of Ontario

Home > [Members \(MPPs\)](#) > [Current MPPs](#) > MPP Hon Dave Levac, MPP (Brant)

Hon Dave Levac, MPP (Brant)

Current Parliamentary Roles
Speaker
Chair of the Board of Internal Economy

Party
Ontario Liberal Party

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

Hon Dave Levac - Contact Information

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

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 of 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 2017 (one month prior):

- Send a letter to your Chief Nursing Executive/Officer or Nursing Professional Practice Lead in your work place and negotiate permission for and collaboration in an MPP visit to the site (do this before the next step)
- Send an invitation letter to your MPP (ensure permission has been granted first from site)
- Confirm actual date of visit with MPP's office and RNAO home 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 2017 (one week prior):

- Please note that some politicians and workplaces may prefer to restrict media. Ensure you have permission from both the MPP and site to invite media. Please speak with [Annie Ytterberg](#) and the Communications department at RNAO if concerned
- Prepare media release with detailed information. Send a draft media release to RNAO's communications department to review/provide feedback, if necessary
- Identify key media outlets: local newspaper, radio, television
- Prepare/order refreshments if necessary
- Confirm attendance with MPP's office/RNAO home office
- If applicable, Communications department will issue media release

Take Your MPP to Work:

- Remember refreshments if necessary
- 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 (and MPPs) do to address these challenges or enhance the work done at that site?
 - 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 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 timeframes • 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 may 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>	<p>List of potential RN contacts:</p> <ul style="list-style-type: none"> • RNAO Board Member/Assembly Rep. • Chapter/Interest Group Chair • Workplace liaisons • Policy & Political Action and Communication ENOs • Advanced practice fellowship • RNAO recognition award winners • Nurses in advanced practice roles
Confirming a site visit	<p>To get commitment of site to participate:</p> <ul style="list-style-type: none"> • Written request to CNO, VP Patient Services, CEO or ED (choose one, and copy 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 	<p>List of potential sites:</p> <ul style="list-style-type: none"> • Best Practice Spotlight Organizations (BPSOs) • Workplace award winners • Programs targeted to high risk populations • Consider a range of possible sites across all sectors (ex: some partners organized home care visits with MPPs after getting permission)
Inviting MPPs	<ul style="list-style-type: none"> • Issue invitation to MPP – email is best • 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 with great respect; consult with staff/MPP on potential site visits or areas of interest 	<ul style="list-style-type: none"> • List of MPPs • Template invitation letter to MPP to participate in a <i>TYMTW</i> event

	<ul style="list-style-type: none"> • Confirm date and time with the MPP’s constituency office – Nursing Week (May 8-14) is ideal. If the Legislature is sitting, MPPs may only be available Fridays (May 12, 19, or 26) Try to be flexible about dates (a visit sometime in May or even June is fine). • Provide agenda to MPP’s office prior to event 	
Develop the agenda for the visit	<ul style="list-style-type: none"> • 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 • 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. • 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. 	<ul style="list-style-type: none"> • Agendas from past <i>TYMTW</i> visits are available from the policy department
Media relations	<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 or interest group 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 • RNAO’s communications department is just a phone call away 	<ul style="list-style-type: none"> • Template media release • Model consent and release form
After the visit	<ul style="list-style-type: none"> • Inform Home Office of how your visit went, and send pictures to the policy department • Send a thank you note to the MPP • Send a thank you note to the site 	<ul style="list-style-type: none"> • Template MPP thank you

Chapter/Interest Group/Workplace Worksheet

Activity	Name of Lead(s)
MPP(s) <ul style="list-style-type: none"> • Name and parliamentary role(s) 	
MPP invitation <ul style="list-style-type: none"> • Letter sent • Participation confirmed 	
Details of visit <ul style="list-style-type: none"> • Location /Date//Time • Goals/Objectives 	
Confirmation information forwarded to RNAO	
Nurse(s) participating	
Agenda <ul style="list-style-type: none"> • Developed and shared with staff • Copy sent to MPP's office (on request) 	
Third party consents <ul style="list-style-type: none"> • Request letter sent • Confirmation received 	
Patient consents (as required) <ul style="list-style-type: none"> • Person responsible getting signed consents • Consents collected and filed 	
Media <ul style="list-style-type: none"> • Advisory issued • Reporters attending • Press release issued • Contact made with RNAO's communications dept. 	
Photos <ul style="list-style-type: none"> • Person responsible for taking photos • Send to Annie Ytterberg (please name everyone in photo) 	

Template MPP Invitation



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

[Or chapter or interest group logo]

[Your address]

[Date]

[MPP Name, MPP]

[Constituency Address]

Re: *Take Your MPP To Work*TM 2017

Dear Mr. or Ms. [Last Name] OR Dear Minister [Last Name 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 *17th annual Take Your MPP To Work* 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* 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, nurse practitioners, and nursing students 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 8-14 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 that 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 *17th annual Take Your MPP To Work* 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: Annie Ytterberg, RNAO Home Office

Template invitation letter to your organization's Chief Nursing Officer

[Date]

[Organization address]

Re: *Take Your MPP To Work*TM 2017

Dear [insert name of Chief Nursing Officer],

This year, Nursing Week runs from **May 8 - May 14, 2017**. 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), nurse practitioners (NP), and nursing students 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 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 Annie Ytterberg at aytterberg@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 RNAO Chapter President
Your RNAO Board Member
Annie Ytterberg, RNAO Home Office

Press Release Template

Local politician follows in registered nurses' footsteps during Nursing Week 2017 (May 8 - 14)

[Name of city/town, date] – Local nurses have invited [party] [MPP] [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 2017 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) *17th 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, 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)

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://rnao.ca/policy/political-action/take-your-mpp-work-0>. you can also check out our Facebook page at www.RNAO.ca/facebook and follow us on Twitter at www.twitter.com/RNAO.

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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



Registered Nurses' Association of Ontario
L'Association des infirmières et infirmiers
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[MPP address]

[Date]

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

Dear [MPP/Minister last name],

On behalf of the Registered Nurses' Association of Ontario (RNAO), I would like to take this opportunity to thank you for participating in our *17th 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 many 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 *17th 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 RNAO Chapter President
Your RNAO Board Member
Annie Ytterberg, RNAO Home Office

Agenda Template – 1 hour visit



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

For MPP [NAME]'s tour of [FACILITY NAME]
with RN [NAME]
[DATE] from [TIME] to [TIME]

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

Agenda Template – 2 hour visit



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

For MPP [NAME]'s tour of [FACILITY NAME]
with RN [NAME]
[DATE] from [TIME] to [TIME]

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

Social Media

Social media is frequently used to celebrate RNAO's *Take Your MPP To Work*. We encourage you to let us know if you will be hosting an event as we can promote it on Twitter and Facebook.

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 social media as they inform 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 Dan Punch (Communications Officer/Writer) at dpunch@RNAO.ca or 416-599-1925 x250.



Thx @SWCHC Joanna & Marie-France for taking me on community visits in #OttawaCentre for @RNAO Take Your MPP Work.



@RNAO Take your MPP to Work Day
@RNAOPerthchpt and @RandyPettapiece tour Stratford General Hospital



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](#)
- 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*, please exercise good judgment 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 networking and online conversations might attract media attention. If a member of the media contacts you, please notify:

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

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)
- ✓ Send all photos to [Annie Ytterberg](#), and please identify all people in the photo
- ✓ 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 RNAO information you will be giving your MPP.

1. [Queen's Park Day 2017 Briefing Notes for Discussion with MPPs](#) (February 2017)
2. [Mind the Safety Gap in Health System Transformation: Reclaiming the Role of the RN](#) (May 2016)
3. [Nursing Workforce Backgrounder](#) (June 2016)

For hard copies of these documents or other resources materials not included in this list, please contact Annie Ytterberg, Nursing and Health Policy Coordinator at aytterberg@RNAO.ca or 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.

Sample Work Plan

Adapted from a Brampton long-term care home site visit

- 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 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:
 - i. Why I like working in LTC at CPS
 - ii. What makes CPS special
 - iii. What are the challenges in my job
 - iv. 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

Sample Media Advisory



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://rnao.ca/policy/political-action/take-your-mpp-work-0>. You can also check out our Facebook page at www.RNAO.ca/facebook and follow us on Twitter at www.twitter.com/RNAO.

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For more information, please contact:
Dan Punch, Communications Officer/Writer, RNAO

Sample Take Your MPP To Work Event Agenda: 1 Hour Visit



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

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

with **RN Jaime Charlebois**

May 15, 2014 from 9:30 a.m. to 10:30 a.m.

9:30 – 9:35 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

9:35 – 10:20 a.m.

- Arrive at second floor

Guided tour around Labour and Delivery with **Susan Woollard**, Program Director; **Bonnie Kerr**, CTM; and **Jaime Charlebois**, RN (several other RNs 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 – 10:30 a.m.

- Q&A
- Closing remarks

Sample Take Your MPP To Work Event Agenda: 2 Hour Visit



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

For MPP **Toby Barrett's** tour of **Haldimand War Memorial Hospital & Edgewater Gardens**
with **RNs Kim Meier and Sharon Moore**
Thursday, May 26, 2016 from 3:00 to 5:00 p.m.

3:00 – 3:15

- Sharon Moore will greet Toby Barrett, MPP at Main Entrance, proceed to Boardroom
- Official welcome by David Montgomery, President & CEO & Kim Meier, President, Brant, Haldimand-Norfolk Chapter, RNAO
- Introduction to HWMH & Edgewater Gardens

3:15 – 4:00

- Have a short round table discussion in the Boardroom 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 HWMH & Edgewater”)
 - How do these challenges affect patient care? (“a day in the life of a patient or resident”)
 - 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

4:00 – 4:20

- Arrive on Inpatient Unit (tour provided by Sharon Moore, RN)
- Meet with front-line staff (inter-professional) on the unit to discuss program and their roles

4:20 – 4:40

- Brief walking tour of Emergency Department (tour provided by Sharon Moore, RN)
- Meet with front-line staff (inter-professional) on the unit to discuss program and their roles

4:40 – 5:00

- Brief walking tour of Edgewater Gardens (tour provided by Greg Allen, RN)
- Meet with front-line staff (inter-professional) on the unit to discuss program and their roles
- Wrap Up & thank you

Sample Municipal Nursing Week Proclamation



*The Corporation of the Town of Ajax
Hereby Proclaims*

May 9th-15th, 2016

as

Nursing Week 2016

**Presented on Behalf of
The Mayor and Ajax Council**

April 26, 2016

Date of Recognition

A handwritten signature in blue ink, appearing to read "SP", positioned above a horizontal line.

Mayor Steve Parish

Take Your MPP To Work is a registered trademark of the Registered Nurses' Association of Ontario.

For more information about this or other policy and advocacy events, please contact:

Annie Ytterberg
Nursing & Health Policy Coordinator
aytterberg@RNAO.ca
416-408-5613 (direct) or 1-800-268-7199 x 214