



QPOR

QUEEN'S PARK ON THE ROAD

RNAO's Queen's Park on the Road

2019 Member Toolkit

"Speaking out for nursing. Speaking out for health."



Thank you for your interest and participation in RNAO's 2019 *Queen's Park on the Road* (QPOR)! QPOR is an exciting annual event that enables RNAO Members to meet their MPPs within their local constituency office to discuss key nursing, health, and health-care delivery issues.

As a signature RNAO event, QPOR is a fantastic opportunity to engage your elected representatives and bring your experiences and expertise to the table in an effort to influence healthy public policy. This toolkit will support the initiation, planning and facilitation of a QPOR MPP meeting by offering tips and tools to guide you through the process.

This year, RNAO is providing Region and Chapter members the opportunity to reach out and connect with your local MPP by sending the initial meeting request. This is important, particularly as a constituent, in building rapport and developing a professional relationship with your elected official.

In preparation for QPOR 2019, RNAO has pared down the number of priority issues to two: CTS and LTC. Fewer priority issues means more MPPs will learn about the two most important policy issues impacting RNAO members, resulting in increased activity and political action. Members will be provided with new two-page fact sheets as well as the classic backgrounders that will build capacity and knowledge on these topics, preparing you for meaningful and productive discussions.

We hope you find this political action opportunity productive and rewarding. RNAO's foundation is our Members, and our strength lies in your passion for nursing and health advocacy.

Matt's signature and credentials?



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Connecting with Your MPP

1. To confirm your MPP and find contact information, please [click here](#)
2. Click on the Member of Provincial Parliaments name on the following page – this redirects to the Ontario Legislative Assembly website
3. Record the contact information for the MPPs [constituency office](#)
4. Use the MPP meeting invitation script/email provided, appendix C , to connect with the MPP by telephone or email. Follow-up if necessary.

Note – while the House is in session Monday through Thursday, MPPs will not be in their ridings. We encourage you to propose meetings on Friday's, following the federal election on October 21, or during constituency week November 12th – 15th.

Preparing for Your QPOR MPP Meeting

- Notify RNAO home office, Kyle Dieleman, kdieleman@RNAO.ca, that your meeting is taking place so that it can be captured on the QPOR.RNAO.ca website. Should you need support with connecting with an MPP, please email us.
- Visit QPOR.RNAO.ca to access all the required materials and tools.
- Read and familiarize yourself with RNAOs priority issues fact sheets and full-text backgrounders so that you are confident presenting the information to your MPP. Be sure to read the “They say, we say” section to get answers to commonly asked questions.
- Read and print copies of the MPP “Ask” template letters, appendix D & E, to be provided to your MPP for submission to the appropriate Minister in response to your meeting. See “Adjourning and Following-up on Your QPOR MPP Meeting” for more information.
- Connect with other Members of your Region/Chapter to identify additional participants. If applicable, determine roles (ie. Chair, Recorder).
- Ensure you know the location of your MPPs constituency office.
- Ensure you have a telephone number for the MPP’s and other Member participants in the event of an emergency
- Request in your correspondence with the constituency office to have a photo taken at some point during the meeting for social media or RNAO publication(s).
- Ensure you arrange a debrief with other Member participants offsite after the meeting to discuss overall impression of the event. Please use the recorder sheet, appendix A, to capture what was said during the meeting. This document should then be submitted to home office once completed.
- Remember to have fun!



Adjourning and Following-up on Your QPOR MPP Meeting

A new feature of QPOR this year will be the MPP “Ask.” This Ask will take the form of a letter, to be submitted to the appropriate Minister, Minister of Health (CTS) or Minister of Long-Term Care (LTC), from the MPP, requesting specific actions be taken, as outlined in the backgrounders, to move the priority policy issues forward. This new feature of your meeting will ensure that your local MPP follows through on any potential decisions made during your visit. See instructions below on how to adjourn your meeting and present the Ask to MPPs.

- At the end of your meeting, summarize the points discussed.
- Invite MPP to participate in Annual *Queen’s Park Day* on February 20, 2020
- Present your MPP with the CTS and LTC letter templates, appendix D & E.
- Request your MPP submit these letters within a reasonable time-frame to the Minister of Health (CTS) and the Minister of Long-Term Care (LTC).
- Request your MPP notify you when the letters have been submitted.
- If you do not hear from your MPP within the mutually agreed deadline, follow-up – see appendix F for script/email.



Roles and Responsibilities

It is helpful to attend your meeting with another Member or Members of your RNAO Region/Chapter. It is especially important to assign the role of the Chair and Recorder to ensure all responsibilities are assigned. Use the descriptions below to assign these roles to those who are attending the meeting.

Chair

The role of the Chair is to:

- Oversee and manage the meeting.
- Get the group to the meeting at the appointed time.
- Introduce the group (name, role with RNAO if any—Board, Chapter, Interest group member, student and/or constituent of the MPP)
- Keep the discussion on track.
- Present RNAO's "Asks" and letter template to Minister of Health for submission, appendix E & D
- Thank MPP and request permission to take and post group photo
- Invite MPP to participate in Annual *Queen's Park Day* on February 20, 2020.

Recorder

The role of the recorder is to:

- Record the MPP's answers to issues on the recorder sheet provided.
- Highlight any disagreement with key issues (if any)
- Clarify and confirm MPP's request for information (if any)
- Note requests for follow up materials.
- Confirm who is following up with Home Office/MPP
- Send recorder sheets and any requests for additional information to the Coordinator, Nursing & Health Policy Department – kdieleman@RNAO.ca



Dos and Don'ts for Queen's Park on the Road Meetings

Dos:

- Always refer to Ministers as “Minister” unless they indicate otherwise.
- Always refer to MPPs as Mr. or Ms. Unless they indicate otherwise.
- Be punctual – start and end the meeting at the appointed time.
- Be focused – the key to an effective experience is to stay on topic and do your best to ensure the MPP does too.
- Use personal examples from your work or community to support the key messages RNAO is trying to deliver in the meeting. Remember – politicians value and appreciate your knowledge and experience as a nurse. Be confident in your ability to use personal and work narratives to make your point about nursing and health care.
- Raise the “Asks” found in the backgrounders and present the MPP with the letter template for submission to the Minister of Health developed by home office. This will ensure the appropriate follow-up action is taken.

Don'ts:

- Be late for the meeting—even if the MPP does not start on time.
- Speak for so long that there is no time left for questions.
- Speak negatively about the previous or current government.
- Contradict RNAO's positions.
- Say, in response to a question, “I don't know.” Instead, tell the MPP, “I will get back to you with details as soon as possible.”
- Refer to your own political party membership (if any). RNAO is a non-partisan organization that works with MPPs from all political parties.



Appendix A – Meeting Minutes Recorder Sheet for Queen’s Park on the Road Meeting

| | |
|--|--|
| Name of MPP: | |
| Date: | |
| Location of Meeting: | |
| Name/title of any other MPP staff in meeting: | |
| Name of recorder: | |
| Names of other RNAO members in meeting: | |
| Response to Issue #1: | |
| Response to Issue #2: | |

Complete this form and send to kdieleman@RNAO.ca along with any photos taken. Thank you!



Appendix B – Sample agenda for QPOR meeting with MPP

(RNAO members should meet 15 minutes prior to scheduled start time)

| | | |
|---------|---|------------------|
| 1:00 pm | Thank MPP for meeting Introduction of RNAO Members attending Thank MPP for past support of RNAO events if applicable | Chair |
| 1:05 pm | Highlight two priority issues that will be addressed | Chair |
| 1:10 pm | Reinforcement of information found within priority issue backgrounders Specific/personal examples of workplace/community | All RNAO Members |
| 1:45 pm | Present “Ask” letter templates to MPP | Chair |
| 1:55 pm | Conclusion – thank MPP for meeting Ask permission and take group photo | Chair |
| 2:00 pm | Debrief at a separate location to co-ordinate document observations of MPP responses | Chair |



Appendix C – MPP Meeting Invitation Script/Email

(MPP)
(Riding)
(Address)
(Email)

Dear (MPP),

I am writing to you as a constituent residing within your provincial riding and also, (a/an) (RN/NP/nursing student) concerned about health care in Ontario.

In an effort to advocate for issues that matter most to myself and other nurses and health workers, I will be participating in the Registered Nurses' Association of Ontario's (RNAO) **Queen's Park on the Road (QPOR)** event. RNAO is the professional association representing over 42,000 registered nurses, nurse practitioners, and nursing students in Ontario. Now in its seventh year, QPOR enables nurses to meet with their provincial representative in their local constituency office to discuss opportunities to enhance nursing, health, and health-care delivery

At this time, I would like to request a one-hour meeting with you this fall, following the federal election on October 21st, in your riding office. As you know, RNAO members, such as I, are leaders in our practice settings and communities and have tremendous knowledge and expertise. I am keen to share my experiences with decision-makers in the hopes of positively influencing public policy.

(MPP), I would greatly appreciate receiving a response to this request by contacting me at (email address). I am happy to accommodate your schedule to identify a time that works for you and your constituency office team.

RNAO members are committed to political engagement and we value the positive working relationships we have with MPPs across the province. **QPOR** is an important initiative to foster these relationships - I know you agree. I look forward to your commitment to meet with me and other nursing leaders from your constituency.

Warm regards,

(name)



(email)
(optional telephone)

Appendix D – Letter Template: Remove barriers to opening and accessing life-saving supervised consumption services in Ontario

Hon. Christine Elliott
Minister of Health
80 Grosvenor Street
Hepburn Block, 10th Floor
Toronto, ON M7A 2C4

(insert date)

Re: Remove barriers to opening and accessing life-saving supervised consumption services in Ontario

Dear Minister Elliott,

The province of Ontario has seen a devastating increase in opioid-poisoning deaths over the past years, with a 45% jump alone between 2016 and 2017. Many have proclaimed this public health emergency as the defining health crisis of our time - more than three Ontarians die each day, on average, from opioid overdose. As the MPP representing (insert riding), I cannot continue to ignore the pleas from my constituents, including service users, family members and health professionals, who are calling for immediate action on this issue. I am requesting at this time the following recommendations be considered as an evidence-based response to opioid-overdose deaths:

- Immediately increase access to CTS where needed.
- Streamline and expedite the CTS application process to preserve and increase access to this life-saving health service.
- Invest sufficient funding in the CTS program to help prevent deaths from overdose.
- Provide funding and support for the treatment services mandated by the CTS model, including addressing the current shortage of treatment, recovery resources and mental health and addiction services

Supervised consumption services (SCS), whether they are supervised injection services (SIS), overdose prevention services (OPS), or consumption and treatment services



(CTS), are vital health services that help keep people alive in a context of increasingly dangerous drug supply. These services allow people to inject previously-obtained drugs under the supervision of registered nurses (RN), nurse practitioners (NP), and other trained health workers, who provide sterile supplies, overdose prevention and management, as well as other health and social support services.

These services prevent fatal poisonings by quickly administering oxygen and/or naloxone. They enable health professionals and outreach workers to build relationships with people who use drugs. By meeting with people in a non-judgmental and compassionate way, these services support people with addictions to access primary health care, treatment, and rehabilitation services, if and when they are ready to do so.

Advocacy organizations consisting of healthcare providers, peer support workers, and members of the public have expressed concerns with the newly developed Consumption and Treatment Services (CTS) program requirements which have generated increased workloads, uncertainty and fear among those already struggling to respond to this public health crisis.

Supervised consumption services save lives, do not create crime, and there are organizations and front line workers ready, eager and able to provide these life-saving services. As policymakers, we must prevent unnecessary and preventable deaths, including the 1300 plus deaths of Ontario residents between July 2017 and June 2018. The provincial government needs to remove the arbitrary cap on CTS sites, and approve and fund sites everywhere they are needed across Ontario.

Thank you for considering the aforementioned recommendations which I urge you to implement. I would be pleased to continue this conversation in support of public policies that will make our province a safer and healthier place for all Ontarians.

MPP Name
Riding
Address



Appendix E – Letter Template: LTC



Appendix F – MPP Meeting Follow-up Script/Email

(MPP)
(Riding)
(Address)
(Email)

Dear (MPP),

I would like to extend my sincere thanks to you and your constituency office team for meeting with me on (date) to discuss the future of Consumption and Treatment Services (CTS) and long-term care models in Ontario. I hope you found the meeting as insightful and rewarding as I did.

You may recall being presented with two letters outlining the recommendations I and other nurses in the province are requesting the government move forward. I received confirmation from you that these letters would be submitted to their respective Ministers – the Minister of Health and the Minister of Long-Term Care. As of today, I have not received confirmation from your office that these letters were sent and I am following-up with you to request a status update.

Submission of these letters demonstrates your support as an MPP in creating a healthier Ontario. I am available to discuss any questions you may have in an effort to expedite implementation of these recommendations.

Warm regards,

(name)
(email)
(optional telephone)



Appendix G – Timelines and Milestones

| Activity/Action | Timeline/deadline |
|--|--|
| Email Region/Chapter Executive to indicate interest in participating. | September 27, 2019 deadline |
| Email local MPP's constituency office and request one-hour meeting. <i>Follow-up if required.</i> | October 4, 2019 deadline |
| Confirm meeting date with constituency office. | September – November |
| Notify RNAO home office that meeting is confirmed (email Kyle Dieleman at kdieleman@RNAO.ca) | September – November |
| Visit QPOR.RNAO.ca and read supporting materials: <ul style="list-style-type: none"> • Priority issue fact sheets and full backgrounders • MPP Ask letter templates • QPOR 2019 Toolkit | September – November <i>Member participants should be familiar with all materials by the MPP meeting.</i> |
| Confirm other Member participants from within your Chapter/Region | September – November |
| Confirm meeting with MPP's constituency office Note: RNAO home office will send packages to MPP's office which include priority issue fact sheets, backgrounders, and MPP Ask letter templates. | Two days prior to meeting |
| MPP Meetings Note: be sure to ask permission to take a photo and share with RNAO for social or publication. | October 21 – November 29, 2019 |
| Thank you email and MPP Ask follow-up (if necessary) | December 2019 onwards |