Registered Nurses’ Association of Ontario
Tobacco and Nicotine Intervention (TNI) Nursing Best Practice Initiative
Request for Proposal: TNI Implementation Site 2015-2016

The Registered Nurses’ Association of Ontario (RNAO) is requesting applications from interested and eligible health care organizations to become TNI Implementation Sites. A Letter of intent to apply is due on November 6th, 2015. Applications must be received by the RNAO before 4:00 pm EDT on November 16th, 2015.

Background:
RNAO’s TNI Initiative builds on RNAO’s expertise in developing and supporting uptake of clinical best practice guidelines, a program launched in 1999 that has gained wide international adoption. The RNAO TNI Best Practice Initiative has been funded by the Ministry of Health and Long-Term Care since 2007. The purpose of the initiative is to build capacity among nurses and other health care professionals in Ontario to integrate TNI best practices into daily practice. The initiative’s multi-prong system approach recognizes the importance of the leadership role of health organizations, nurses and TNI Champions in supporting individuals and organizations to integrate TNI best practices at the individual, organizational and system levels.

Request for Proposal Purpose:
Health care organizations across the province are invited to apply to become TNI Implementation Sites. Implementation Sites are committed to implementing the RNAO TNI Guideline into their organizational health care delivery programs and to integrating tobacco cessation best practice interventions into the daily practice of nurses and other health professionals. Eight Implementation Sites will be selected through this RFP, and will receive a minimum of $2000 (up to $5000) for implementation related activities and resources.

The TNI Initiative Description- A Multi-Pronged Approach:
1. RNAO TNI Coordinators

Two (2) full-time RNAO Nurse TNI Coordinators will support all Implementation Sites in their efforts to integrate the TNI Best Practice Guideline into their clinical setting through knowledge exchange and transfer. The two RNAO TNI Coordinators have TNI and knowledge transfer expertise, and are not employed within the Implementation Site. The RNAO TNI Coordinator will act in a consulting role, supporting the Implementation Site to implement the guideline and/or expand and sustain previous implementation activities through active engagement and ongoing collaboration. The RNAO TNI Coordinators will support the organization's specific TNI best practice guideline implementation activities in the selected program(s) through regular communication (i.e. use of teleconference and distance technology) and/or in-person site visits.

2. Implementation Sites

A total of eight Implementation Sites will be selected through the 2015-2016 Request for Proposal, with wide representation across all Tobacco Control Area Networks (TCAN) regions in Ontario. Each implementation site will have a TNI Team in place, which will consist of the following:

1. Project Lead (Registered Nurse): The Project Lead will act as the liaison between their organization and the RNAO TNI Coordinator. The Project Lead will provide dedicated time to work with the RNAO TNI Coordinator assigned to their organization, in developing a work-plan for their organization, including an action plan, timeline and budget. The Project Lead will work together with their management teams, TNI Champions, and other staff from their organization to help accomplish their organizational goals concerning the implementation of TNI best practices.

2. Implementation Team: Members of this team will be change agents within their organization, leading the systematic integration of TNI best practices targeted to specific population groups across the organization's programs/services. Members of the team may include nurses and/or other health care professionals who work in tobacco cessation or other related service programs/areas. It is anticipated that the team members will support further reach, spread, and integration of TNI best practices across various programs and services within their organization.

3. The TNI Champion Network

The RNAO TNI Champion Network, established in 2007, provides education and support to nurses and other health care workers across Ontario who are passionate about improving nursing practice and client care related to TNI within their organization. To date, the Network that includes TNI champions across the country, has over 2,500 actively engaged nurses and other health care professionals who are trained in TNI best practices. TNI Champions are supported and engaged through workshops, webinars, knowledge exchange opportunities and virtual community of practice.

4. Schools of Nursing and Nursing Students

To support integration of TNI Best Practices in the undergraduate curriculum, the TNI Team will facilitate one Student TNI Workshop. Students are also welcome to attend regular TNI Champions Workshops.
5. Partnerships and Collaborations

The RNAO has formed strong partnerships with a variety of programs within the Smoke Free Ontario Strategy, other tobacco cessation programs and programs related to chronic diseases and special populations. This year, the RNAO Project Team and Implementation Sites will seek to further strengthen these existing relationships while establishing additional partnerships. The aim of these partnerships is to ensure the successful integration, mobilization and utilization of established services and programs in tobacco control.

6. Utilization of Social Media, e-Learning and Websites

A comprehensive marketing and dissemination plan has been developed to enhance and extend the dissemination of activities and resources to support the TNI Best Practice Champions in TNI interventions and implementation activities. The RNAO online resources and print materials will be highly marketed and promoted through social media and traditional media engagement. Further enhancements to the TobaccoFreeRNAO.ca website will be made to support TNI Best Practice Champions knowledge development and implementation work, as well as to promote and to disseminate knowledge of TNI best practices among nurses and other healthcare professionals.

7. Evaluation

Throughout this initiative, RNAO has conducted yearly project evaluations in collaboration with the Ontario Tobacco Research Unit (OTRU) to evaluate, monitor and determine the success and impact the initiative has had on capacity building with nurses and other TNI Champions in Ontario. These evaluations have been instrumental in highlighting the importance of the RNAO TNI guideline in directing the evidence-based individual and organizational activities that are part of this initiative. This includes identifying the critical role nurses play as leaders in tobacco control, and the impact of the TNI Champions and the TNI Champions Network in supporting nurses to engage in TNI best practices while at work.

Partnership Description

The RNAO is seeking health care organizations interested in participating as TNI Implementation Sites. The duration of this specific partnership opportunity between RNAO and the Organization will be between November 2015-March 2016.

Roles and Responsibilities:

The role of the TNI Implementation Site will be as follow:

- Providing a Registered Nurse for the duration of the partnership to act as the TNI Implementation Site Project Lead for the organization.
- Providing and identifying the Implementation Team (See Page 1 for Project Lead and Implementation Team Role Description).
- Facilitate dedicated time for the Project Lead and Implementation Team to meet with the RNAO TNI Coordinator (virtually and/or in person) on a monthly basis, at minimum.
- Implementing and/or expanding the RNAO TNI Guideline into one or more programs/ units in the organization.
- Host a TNI Best Practice Champion workshop, in collaboration with RNAO, for Implementation Site staff and community partners.
Actively recruiting between 30 - 50 nurses, nursing students and other healthcare professionals to attend the TNI Best Practice Champions Workshop, in order to build capacity in supporting TNI practices.

- Providing written quarterly progress reports to the RNAO TNI Coordinator, based on a template provided by RNAO
- Ensuring and supporting ongoing communication with TCAN Coordinators and local TNI programs to encourage dialogue and collaboration with project objectives.
- Identifying successful strategies for linking with regional health care organizations in relation to integrated sector-wide knowledge transfer and health promotion activities.
- Regularly participating in additional knowledge exchange activities (i.e. RNAO Communities, RNAO’s TNI online discussion forum).
- Working with RNAO and evaluators to ensure tracking and monitoring of project activities and provide evaluation data as required (i.e. may include chart audits)

The role of the RNAO in relation to the TNI Implementation Sites will be as follows:

- Providing access to published and electronic TNI guideline and implementation tools
- Providing support and resources through the RNAO TNI Coordinator
- Providing expert consultation on guideline implementation and uptake
- Facilitating, at a minimum, one-hour monthly meetings among Implementation Sites, Project Leads and RNAO TNI Coordinators to foster sharing of progress and learnings
- Working with evaluators to provide evaluation measures and appropriate evaluation tools to track and monitor progress
- Providing $2,000 per Implementation Site that can be used to provide resources related to implementation activities. (A budget and work plan must be submitted to RNAO prior to spending funds)
- Coordinate and facilitate a TNI Champions workshop onsite at the Implementation Site or within your geographic area
  - The RNAO will fund all direct costs for the workshop, including costs related to workshop space, catering, workshop materials, and any required equipment. The RNAO will develop the workshop curriculum, prepare all workshop materials and deliver the workshop
  - The RNAO will provide administrative support staff to assist with liaison and coordination of activities related to the workshop, including on-site logistics, coordination and registration. All expenses related to salary and expenses for the facilitator and any RNAO staff support will be the responsibility of RNAO.

Instruction to Applicants:

1. Application must be submitted using the form below (plus required attachments), and be received by the Registered Nurses’ Association of Ontario on November 16th, 2015 before 4:00 pm EDT
2. Applications are to be submitted via email.
3. Applications and questions concerning this application should be directed to:
   
   To: Sheila John RN, MScN (Program Manager)
4. Submission of this application is not binding, nor does submission guarantee acceptance. It is anticipated that RNAO will be unable to accommodate all applicants.

5. The RNAO has the right to cancel this Request at any time and to reissue it for any reason without incurring any liability and no applicant will have any claim against RNAO as a consequence.

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

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

- Representation, parity and equitable distribution of Implementation Site opportunities across Ontario and across sectors of care.
- Anticipated success in engaging internal Champions in the implementation of the TNI best practice guideline, as demonstrated by past successful efforts and/or future plans for implementation.
- Partnerships and linkages with other health care providers are viewed as a strong asset for applicants.
TNI Implementation Site Application

All organizations interested in this opportunity must submit a letter of intent by November 6th, 2015 and a completed application to RNAO by November 16th, 2015. Applications should be sent via email to Sheila John, Program Manager at sjohn@rnao.org and cc: Jennifer Callaghan, Project Coordinator at jcallaghan@rnao.org

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<th>ORGANIZATIONAL SUPPORT</th>
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<tr>
<td>1. Organizational Contact</td>
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<td>Name of Organization:</td>
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<td>Title:</td>
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<td>Phone Number:</td>
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<td>Email Address:</td>
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<td>Tobacco Control Area Network (TCAN):</td>
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* Please provide contact information for the Project Lead, if different from Organizational Contact above

** Please attach Resume of Project Lead as an Appendix

2. Organization Background

a) Organization Type:
   - ☐ Aboriginal Health Centre
   - ☐ College or University
   - ☐ Canadian Mental Health Association
   - ☐ Community Health Centre
   - ☐ Public Health Unit
   - ☐ Family Health Team
   - ☐ Hospital
   - ☐ Nurse Practitioner-Led Clinic
   - ☐ Other (please specify) __________________________________________

b) Organization Size:
   - Number of beds or clients rostered ____________________________
   - Number of clinic staff ____________________________
   - Client Population Served (pediatric, geriatric, all ages etc) ____________________________
   - Number of Nurses in Your Organization ____________________________
   - Number of TEACH Trained staff ____________________________

3. Please Describe Your Organization.
   a) Is your organization involved in any of the following TNI programs (check all that apply)
b) Does your organization provide any of the following TNI services (check all that apply):
- One-on-one TNI counseling
- Group TNI counseling
- Telephone TNI counseling

c) Does your organization implement any of the following TNI related policies (check all that apply):
- Minimal contact intervention by all staff with every client
- Smoke-free grounds
- Staff TNI policies (staff access to NRT, counseling, TNI medications covered by a benefits plan)

d) Does your organization utilize medical directives related to TNI?
Insert Response Here (add additional rows as required):
________________________________________________________________________
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e) How does your organization document TNI interventions?
Insert Response Here (add additional rows as required):
________________________________________________________________________
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f) How does your organization support staff to dispense NRT?
Insert Response Here (add additional rows as required):
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### 4. Please provide information that demonstrates and supports the organization’s interest and involvement in evidence-based clinical practice through the implementation of RNAO Best Practice Guidelines. For example, organizations may describe any past, current, planned experiences or future plans for implementing RNAO best practice guidelines, or involvement in initiatives related to best practices, including strategies for engaging and integrating TNI Champions. If this is your first experience working with Best Practice Guidelines, please share your overall goals.

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### 5. As an Implementation Site, please describe the program(s) which will be:

**a) Implementing** the RNAO BPG: *Integrating TNI into Daily Nursing Practice*

**AND/OR**

**b) Sustaining and Expanding Implementation** of the RNAO BPG: *Integrating TNI into Daily Nursing Practice (if already implementing)*

Please include details about the client population and number staff involved in the target program(s).

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### 6. Please provide a description of how you anticipate your organization will benefit from becoming an Implementation Site.

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### 7. Please provide details regarding how your organization plans to utilize the up to $5000 of funding to support implementation activities. Please include a draft budget (see budget template appendix for details).

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October, 2015
8. Please provide a description of how your organization will ensure **sustainability** of this project going forward

Insert Response Here (add additional rows as required):

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9. a) My organization agrees to writing and submitting to RNAO quarterly reports regarding project progress throughout the duration of the formal relationship with RNAO:

- [ ] Agree
- [ ] Disagree

b) My organization agrees to participate in monthly meetings with RNAO TNI Coordinator either in-person or via teleconference throughout the duration of the formal relationship with RNAO:

- [ ] Agree
- [ ] Disagree

c) My organization agrees to participate in the evaluation activities of this project which may include surveys, focus groups or telephone interviews:

- [ ] Agree
- [ ] Disagree

**REQUIRED APPENDICES**
Please place a checkmark in the appropriate box to indicate that you have included the following appendices:

- **Mandatory**: Letter of Support from Chief Nursing Executive/Officer or equivalent, confirming organizational support for this application. Letter should indicate a statement of commitment to:
  
  i. Implement and/or sustain and expand the RNAO BPG: *Integrating Tobacco and Nicotine Interventions into Daily Nursing Practice* in one or more programs at the organization (please specify unit/program, etc).
  
  ii. Support and enable a sizable cohort of nurses and other staff from your organization to attend the TNI Champions Workshop
  
  iii. Agree that the implementation team lead be provided with a minimum of 3 hours protected non-clinical time per week to dedicate towards project planning, implementation, evaluation and sustainability activities
  
  iv. Participate in the project evaluation in collaboration with RNAO and evaluators, including collection of baseline data and other data collection to track progress in implementation of the intervention(s) in practice setting(s). This may also include key informant interviews, participation in focus groups and completion of surveys by various members of your TNI team (lead, support staff, management, TNI Champions).
  
  v. Sustain best practice work through ongoing support, education and expectations of staff
  
  vi. Provide quarterly reports related to ongoing activities to RNAO TNI Coordinators

- **Mandatory**: Projected Budget, using RNAO Budget Template
- **Mandatory**: Resume of Project Lead
- Other (please list and describe) ______________________________

**Disclaimer and Signature**

Please initial to indicate your agreement with the following:

_____ I understand that submission of this Application does not guarantee that my Organization will be selected as an Implementation Site.

Applicant’s Signature: ______________________________ Date ______________

Name and Title (please print): ______________________________

For more information, clarification or assistance, please contact Jennifer Callaghan, Program Coordinator OR Sheila John, Program Manager, International Affairs and Best Practice Guidelines Centre:

jcallaghan@rnao.org: 416-907-7952 / 1-800-268-7199 x 252
sjohn@rnao.org: 416-408-5647/ 1-800-268-7199 x239
TNI Nursing Best Practice Initiative
Implementation Site Application: Projected Budget Template

Please complete a draft budget (using the Budget Template below) outlining how the organization will utilize the maximum allotted project funding of $5000. Please provide as much detail as possible.

Instructions to Applicants:
- All costs should be listed as a dollar figure.
- Do not include taxes or government-associated fees and charges.

Sample Budget:

<table>
<thead>
<tr>
<th>Budget Items and Notes</th>
<th>Estimated Cost</th>
<th>Comments/Explanation</th>
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<tbody>
<tr>
<td>Carbon monoxide monitors</td>
<td>$250</td>
<td>Shows patients how smoking affects the levels of CO in their body</td>
</tr>
<tr>
<td>Books/ videos on TNI</td>
<td>$200</td>
<td>To purchase &quot;The Tobacco Atlas&quot; and books on Motivational Interviewing</td>
</tr>
<tr>
<td>Quit Kits (stress ball, water bottle, straws, etc)</td>
<td>$750</td>
<td>100 quit kits to be created for clients/ patients</td>
</tr>
<tr>
<td>Staff Education Lunch and learns</td>
<td>$500</td>
<td>Lunch to be provided for 5 lunch and learns on TNI best practices</td>
</tr>
<tr>
<td>Motivational Interviewing Course</td>
<td>$1700</td>
<td>3 staff to attend a motivational interviewing course to support TNI practices</td>
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Total Budget Requested from RNAO:

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<th>Budget Template (please add/delete rows as needed):</th>
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<tr>
<td>Budget Items and Notes</td>
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<td>Total Budget Requested from RNAO:</td>
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October, 2015