



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

**RNAO Long-Term Care Best Practices Program
Program Evaluation
Request for Proposal
SUBMISSION DATE: Friday February 14, 2014**

1. Overview:

The Registered Nurses' Association of Ontario (RNAO) is inviting interested evaluation experts to submit a proposal to participate in the evaluation of the Long-Term Best Practices Program. The goal is to evaluate the impact of the Program on the implementation of RNAO's best practice guidelines in Ontario long-term care homes using identified structure, process and outcome indicators.

2. Background:

The Long-Term Care Best Practices Program is a project implemented by the RNAO through funding from the Ministry of Health and Long-Term Care. Since 2008, RNAO has been managing the implementation of the program to increase the uptake of evidence-based best practices that support systematic and consistent approaches to providing quality care for residents in Ontario long-term care (LTC) homes. Fourteen Long-Term Care Best Practice Co-ordinators support the LTC homes within each Local Health Integration Network to enhance the quality of evidence-based care through capacity building and supporting LTC home leaders and staff to implement RNAO's best practice guidelines.

The program is directed by the following mission, shared vision, shared values and guiding framework:

Mission

The mission of the Long-Term Care Best Practices Program is to enhance the quality of care for residents in LTC homes and create a culture of evidence-based practice through the implementation of best practice guidelines by front-line staff in LTC homes.

Shared Vision

Community partnership and collaboration are evident in implementing best practice guidelines successfully.

Shared Values

Successful implementation can be achieved by: involving key stakeholders, sharing resources, learning through dialogue, ongoing evaluation and developing plans for sustainability.

Guiding Framework

The activities of the Program and the LTC Best Practice Co-ordinators are guided by the following six strategies:

1. Raising awareness: sharing knowledge; co-ordinating forums for sharing lessons learned.
2. Engagement: establishing networking groups working on similar best practice topics; collaborating with initiatives, networks and organizations.
3. Capacity development: building expertise by promoting and supporting knowledge transfer; providing consultations to LTC homes and staff.
4. Implementation: creating and sharing education tools; providing LTC homes with relevant materials and resources; supporting LTC homes in developing implementation tools and strategies.
5. Integration: collaborating with other networks and quality improvement initiatives.
6. Evaluation: seeking research opportunities to evaluate the impact of best practices on resident care outcomes; assisting LTC homes in developing outcome measures.

3. Project Description/Components:

Evaluation has been an integral part of the Long-Term Care Best Practices Program since its inception. To date structure, process and outcome indicators have been identified, and data have been collected for these indicators over three fiscal years, from 2011 to 2014.

The current project will link to work that has already been carried out and involves:

- extracting, sorting and analyzing the data collected for the established indicators;
- determining if data are missing and outlining and carrying out a plan to obtain such data;
- identifying trends and recommendations to enhance and extend the program; and
- writing a full evaluation report, an executive summary and identifying key messages to support dissemination of the results.

Skills required:

- Knowledge and experience with multiple indicator evaluation, specifically structure, process and outcome indicators.
- Expert report writing skills.
- Ability to shape key messages in a compelling way.

Include resumé of lead evaluator and any other team members.

4. Project Timelines:

The evaluation and related reports will be completed by **March 31, 2014**.

5. Proposal:

Proposals must contain the following components:

- Specific approach to the evaluation including a work plan, timeline with key milestones, and communication and validation strategies for collaborating with RNAO staff.
- Fee schedule with detailed breakdown.
- Details of related past relevant experience related to comprehensive program evaluation.
- Resumé of the evaluation lead and other staff involved.
- Samples of previous evaluation projects and related reports developed, is an asset.

Written proposals including the components listed above must be received by email by **4:00 pm EST on Friday February 14, 2014**.

Please address all proposals and questions to:

Carol Holmes RN, MN, GNC(C)

Acting Program Manager

Long-Term Care Best Practices Program
Registered Nurses Association of Ontario
158 Pearl Street
Toronto, Ontario
M5H 1L3

Direct line: 416-408-5587

RNAO: 416-599-1925 ext. 231

Toll free: 1-800-268-7199 ext. 231

Email: cholmes@RNAO.ca