

BSO OTN Fair

Guide for Organizers

A. Purpose of Fair

- **Basic:** Offer a fun, non-intimidating way for LTCH management and staff to learn and practice basic OTN skills
- **Intermediate:** Offer a self-directed learning approach for LTCH management and staff; and support personnel (e.g. mobile teams and Alzheimer Society staff) to learn about intermediate OTN skills and processes to support education and clinical events.
- You may also use this as an opportunity to shine a spotlight on BSO activities, accomplishments and philosophy of care.

B. Tools to Support your Efforts

- i. Target Learner Groups and Stations Checklist
- ii. Planning and Promotion Checklist
- iii. Room Set-Up
- iv. Posters and Job Aids for Each Station
- v. Sample Promotional Messages

C. Planning: In Advance

- Select a date and time (2-3 hours)
 - Consult with the organization to determine the best time for people to drop-in (e.g. during shift change, over the lunch hour, avoid mornings)
- Book a room with the OTN drop
 - If it is a shared space, notify people about the event so they can make alternative work arrangements
- Book the OTN equipment at the Fair site and at your Home site
- Schedule an OTN event
- Schedule 1 person to coordinate the Fair at the site; and 1 person to be at the Home site
- Determine the target learner group(s) and decide which stations are the best fit (See Target Learner Groups and Stations Checklist)
- Launch the promotional campaign (See Samples provided)
 - Write an announcement for the staff newsletter, staff meetings and/or video announcements
 - Put up posters
 - Ask managers/administrators to talk about with their staff
 - Personally invite people
 - Ask BSO and/or OTN champions to spread the word
 - Offer a small prize or recognition for the team that has the greatest percentage of staff participate
 - If permitted on the day of the event, do an overhead page
- Make arrangements for beverages and/or food

- Provide healthy snacks such as sparkling water with fruit juice, popcorn, almonds, dried fruit, and fresh fruit at the various stations
- Gather the materials needed for each station (See Target Learner Groups and Stations Checklist)
 - Use some inexpensive decorations and music to create a fair atmosphere.
 - You might also like to add some simple games such as tossing a Ping-Pong ball in a cup; mini-putt; ring toss, etc.

D. Planning: Fair Day

- Arrive at least 1 hour before the start time to give yourself stress-free set-up time.
- Consider the flow and set up the stations.
- Turn on the OTN equipment and ensure everything is working well. Connect with your Home site. If there are any issues, call the OTN Service Desk at 1-866-454-6865.
- Create a welcoming environment where people can practice, make mistakes and learn. Casually walk around to the stations. Provide feedback and supportive advice.
- Take a picture of your set-up so you can remember it for next time.
- Reflect on what went well and what you'd like to do differently next time.

Planning: Follow-Up Activities

- It would be great to schedule an OTN education event soon after the fair while OTN is top of mind.
- Send a thank-you email or call managers/administrators for their support.
- Write a short piece for the newsletter recognizing people's willingness to try something new.
- At OTN meetings reinforce good OTN practices and "telepresence".

Planning and Promotion Checklist

Location of Event:

Date of Event:

Time:

Who is involved in the planning & contact information:

ACTION (add additional details as required)	WHO	BY WHEN	✓	NOTES
Book a room with the OTN drop at the Fair site				
Book a room with the OTN drop at the Home site				
If it is a shared space, notify people about the event so they can make alternative work arrangements				
Book the OTN equipment at the Fair site				
Book the OTN equipment at your Home site				
Schedule an OTN event				
Schedule 1 person to coordinate the Fair at the site; and 1 person to be at the Home site				
Determine the target learner group(s) and decide which stations are the best fit				
Launch the promotional campaign				
Make arrangements for beverages and/or food				
Gather the materials needed for each station				
Create Fair Environment (decorations, games)				

(Sample poster for bulletin boards, staff break rooms, etc.)



BSO OTN Fair

Come one, come all to the OTN Fair – a fun way to learn at your own pace.

Date: February 17

Time: Drop in between 11 a.m. and 2 p.m.

Place: Multipurpose Room

- Visit as many stations as you like in 15 minutes.
- Free food and drink available.

(Sample poster for bulletin boards, staff break rooms, etc.)

OTN Fair

If you can use a t.v. remote, FaceBook, Skype or on-line banking you can OTN!

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People who use the Ontario Telemedicine Network (OTN) say they're amazed by how much it helps them.

We can get specialized support even during bad weather and outbreaks.

In education sessions, I've learned great tips to help me work with residents who very anxious.

We can get support from the BSO Mobile Team really fast.

OTN saves me time and reduces my stress at work.

