

**ONTARIO NURSES' ASSOCIATION**

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# Learning Pathways



ONA is the union representing more than 68,000 registered nurses and health-care professionals, as well as 18,000 nursing student affiliates, providing care in hospitals, long-term care facilities, public health, the community, clinics and industry.

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## Learning Pathways – An Introduction and Explanation

Igniting leadership, advocacy, and activism is fundamental to carry out the work of the union and ensuring ONA's presence is known by all levels of government, employers, fellow members, and the public. ONA has a dynamic array of education programs available to assist members who are wanting to become more informed as to what the Union does, how they can become active, and how they can support a newly elected leader in their leadership abilities and advocacy skills.

The goal of ONA's Learning Pathways and education programs is to assist membership and Local and Bargaining Unit leadership teams in developing competencies and skills related to:

- ✓ The development of labour relations knowledge regarding the services provided to membership.
- ✓ Coordinating labour relations services for members at the Bargaining Unit level.
- ✓ Providing leadership in the effective running of the Local.
- ✓ Developing and building relationships, fostering teamwork and succession planning.

For many workshops, there are a variety of durations available to meet learning needs: multi-day, full day, half day and lecturette. ONA has developed several workshops that can be delivered in a digital format as well. There is also an eLearning platform containing video lecturettes that members can review at their own pace on various union related topics. Depending on the role of the member, their experience, and available funding, the format chosen to meet learning needs should be discussed with the Bargaining Unit leadership team and/or the Local Coordinator.

By using learning pathways, members/leaders will be guided and directed to acquire key learnings and an understanding of not only their own role but also the other positions that they interact with. While every person will have their own unique requirements for education, learning pathways assist in listing the pertinent core competencies for each position. This can help direct the member to the most effective components to meet their needs.

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## Navigation

Each pathway is divided into 3 segments: Year 1, Year 2 and Year 3. The core knowledge, marked with a ★, that should be acquired in each year the leadership position is held is listed in order of importance. Any other workshops that are supportive of the role are listed underneath each year or in an additional segment titled 'Anytime'.

It is **highly recommended** that representatives attend “Introduction to Being an ONA Representative” as their first workshop.

Click on the name of the leadership position below to jump forward to that page in the document.

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## Local Coordinator

### Year 1

1. ★ Introduction to Being an ONA Representative
2. ★ New Executive Partnership Workshop: Local Coordinators and Local Treasurers
3. ★ New Executive Partnership Workshop: New Local Coordinator
4. ★ Yearly leadership meetings (*for example: Area Coordinators Conferences, Provincial Coordinators Meetings, Biennial Convention, Special Meetings, Provincial Leadership Meeting, etc.*) (Reference: Constitution Article 6)
5. ★ Executive Skills I: Leading a Local
6. ★ Executive Skills II: Leadership Moving Forward
  - Privacy and Confidentiality

### Year 2

1. ★ Conducting Effective Meetings
2. ★ Yearly leadership meetings
  - Resolving Conflict

### Year 3

1. ★ Yearly leadership meetings
  - Advocacy in Action 101

### Anytime

- eLearning video: Effective Meetings

## Treasurer

### Year 1

1. ★ Introduction to Being an ONA Representative
2. ★ New Executive Partnership Workshop: Local Coordinators and Local Treasurers
3. ★ New Executive Partnership Workshop: New Treasurer
4. ★ Yearly leadership meetings (*for example: Area Coordinators Conferences, Provincial Coordinators Meetings, Biennial Convention, Special Meetings, Provincial Leadership Meeting, etc.*) (Reference: Constitution Article 6)
5. ★ Executive Skills I: Leading a Local
6. ★ Executive Skills II: Leadership Moving Forward

### Year 2

1. ★ Yearly leadership meeting
    - Conducting Effective Meetings
    - Resolving Conflict
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- Privacy and Confidentiality

### **Year 3**

1. ★Yearly leadership meetings

### **Anytime**

- eLearning video: Effective Meetings

## **Secretary**

### **Year 1**

1. ★Introduction to Being an ONA Representative
2. ★Secretaries Workshop
3. ★Yearly leadership meetings (*for example: Area Coordinators Conferences, Provincial Coordinators Meetings, Biennial Convention, Special Meetings, Provincial Leadership Meeting, etc.*) (Reference: Constitution Article 6)
4. ★Executive Skills I: Leading a Local
5. ★Executive Skills II: Leadership Moving Forward

### **Year 2**

1. ★Yearly leadership meetings
2. ★Conducting Effective Meetings
3. ★Resolving Conflict
4. ★Privacy and Confidentiality

### **Year 3**

1. ★Yearly leadership meetings

### **Anytime**

- eLearning video: Effective Meetings

## **Bargaining Unit President**

### **Year 1**

1. ★New Bargaining Unit President Workshop or/and Rocking Your Role as a Bargaining Unit President
  2. ★Yearly leadership meetings (*for example: Area Coordinators Conferences, Provincial Coordinators Meetings, Biennial Convention, Special Meetings, Provincial Leadership Meeting, etc.*) (Reference: Constitution Article 6)
  3. ★Grievance Process
  4. ★Privacy and Confidentiality
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5. ★Professional Responsibility Workload Reporting Process (Multi-Sector or Sector-Specific)
6. ★Facing Professional Practice Concerns: What You Can Do
7. ★Health and Safety: What You Need to Know
8. ★Executive Skills I: Leading a Local
9. ★Executive Skills II: Leadership Moving Forward
10. ★Making it Count at Labour Management Meetings
11. ★CNO Standards and Accountabilities
12. ★Gathering the Facts and Documents: An Incident Checklist
13. ★ONA's Investigation Guide to Fatality, Critical Injury, Illness, Accident and Exposure

## **Year 2**

1. ★Hospital Central Contract Interpretation Workshop or Homes Central Contract Interpretation Workshop
2. ★Advocacy, Proficiency and Professionalism
3. ★Conducting Effective Meetings
4. ★Making it Count at Investigations and Disciplinary Meetings
5. ★Basic Introduction to Human Rights Issues
6. ★Violence: Be Savvy and Safe
7. ★LEAP: CNO Complaints and Reports
  - Working with Unregulated Care Providers
  - Health and Safety: Now That You Know
  - Resolving Conflict
  - Basic Introduction to Human Rights
  - Right to Strike

## **Year 3**

1. ★Preparing Your Team for Negotiations
2. ★Harassment, Mobbing and Bullying
  - Scope of Professional Practice: the Nurse, the Client and the Environment
  - Health and Safety: Taking It One Step Further
  - Return to Work and Accommodation
  - Advocacy in Action
  - It's More Than Social Media
  - LEAP: Investigations Beyond the CNO
  - LEAP: CNO Health Inquiries and the Nurses' Health Program

## **Anytime**

- eLearning video: Effective Meetings
  - eLearning program: Grievance Process
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- eLearning program: Grievance Arbitrations Level 2
- Allied Health Sector – Back to Basic PRWRP

## Unit Representative

### Year 1

1. ★ Introduction to Being an ONA Representative
  2. ★ Grievance Process
  3. ★ Privacy and Confidentiality
  4. ★ Professional Responsibility Workload Reporting Process (Multi-Sector or Sector-Specific)
  5. ★ Resolving Conflict
  6. ★ LEAP: CNO Complaints and Reports
- Health and Safety: What You Need to Know

### Year 2

1. ★ Harassment, Mobbing and Bullying
- Facing Professional Practice Concerns: What You Can Do
  - Working with Unregulated Care Providers
  - Basic Introduction to Human Rights
  - Health and Safety: Now That You Know
  - LEAP: Investigations Beyond the CNO

### Year 3

1. ★ Return to Work and Accommodation
- Scope of Professional Practice: The Nurse, the Client and the Environment
  - LEAP: CNO Health Inquiries and the Nurses' Health Program

### Anytime

- eLearning program: Grievance Procedure

## Human Rights and Equity Representative

### Year 1

1. ★ Introduction to Being an ONA Representative
2. ★ Basic Introduction to Human Rights

### Year 2

1. ★ Resolving Conflict
  2. ★ Privacy and Confidentiality
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**Year 3**

1. ★ Harassment, Mobbing and Bullying
  - Violence: Be Savvy and Safe
  - Making it Count at Investigations and Disciplinary Meetings

**Anytime**

- ONA's Anti-Racism and Anti-Oppression (ARAO) Education Series
- eLearning video: Drop by Drop: Micro-inequities in the Workplace

**Health and Safety Representative & Return to Work Representative****Year 1**

1. ★ Introduction to Being an ONA Representative
2. ★ Health and Safety: What You Need to Know
3. ★ The Power of the Occupational Health and Safety Act, ONA and You
4. ★ Health and Safety Caucus
5. ★ Return to Work and Accommodation
  - Basic Introduction to Human Rights

**Year 2**

1. ★ Health and Safety: Now That You Know
2. ★ Health and Safety Caucus
3. ★ Privacy and Confidentiality
4. ★ Gathering the Facts and Documents: An Incident Checklist
5. ★ ONA's Investigation Guide to Fatality, Critical Injury, Illness, Accident and Exposure
  - Conducting Effective Meetings

**Year 3**

1. ★ Health and Safety: Taking It One Step Further
2. ★ Health and Safety Caucus
3. ★ Harassment, Mobbing and Bullying
4. ★ Resolving Conflict
  - Violence: Be Savvy and Safe

**Anytime**

- eLearning video: Drop by Drop: Micro-inequities in the Workplace
- ONA's Anti-Racism and Anti-Oppression (ARAO) Education Series

For more advanced education, access training through the Workers Health & Safety Centre, [www.whsc.on.ca/](http://www.whsc.on.ca/)

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## Negotiating Committee Member

### Year 1

1. ★ Introduction to Being an ONA Representative
2. ★ Preparing Your Team for Negotiations
3. ★ Hospital Central Contract Interpretation Workshop or Homes Central Contract Interpretation Workshop
4. ★ Resolving Conflict
  - Right to Strike

### Anytime

- eLearning video: Effective Meetings

## Grievance Committee Representative

### Year 1

1. ★ Introduction to Being an ONA Representative
2. ★ New Grievance Chairs Workshop
3. ★ Grievance Process
4. ★ Basic Introduction to Human Rights
  - Return to Work and Accommodation
  - Making it Count at Investigations and Disciplinary Meetings
  - Making it Count at Return to Work and Accommodation Meetings

### Year 2

1. ★ Hospital Central Contract Interpretation Workshop or Homes Central Contract Interpretation Workshop
2. ★ Basic Introduction to Human Rights
3. ★ LEAP: CNO Complaints and Reports
4. ★ Resolving Conflict
  - Conducting Effective Meetings
  - LEAP: Investigations Beyond the CNO
  - It's More Than Social Media

### Year 3

1. Harassment, Mobbing and Bullying
2. Violence: Be Savvy and Safe
3. LEAP: CNO Health Inquiries and the Nurses' Health Program

### Anytime

- eLearning program: Grievance Procedure
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- eLearning program: Grievance Arbitration Level 2

## Workload and Professional Responsibility Representative

### Year 1

1. ★ Introduction to Being an ONA Representative
2. ★ Professional Responsibility Workload Reporting Process – Multi-Sector or Sector-Specific
3. ★ Facing Professional Practice Concerns: What You Can Do
4. ★ CNO Standards and Accountabilities
  - Making it Count at Labour Management Meetings
  - LEAP: CNO Complaints and Reports

### Year 2

1. ★ Working with Unregulated Care Providers
2. ★ Scope of Professional Practice: the Nurse, the Client and the Environment
3. ★ Advocacy, Proficiency and Professionalism
  - LEAP: Investigations Beyond the CNO
  - Conduct Effective Meetings

### Year 3

1. ★ CNO Quality Assurance Learning Plans
2. ★ Resolving Conflict
  - LEAP: CNO Health Inquiries and the Nurses' Health Program

### Anytime

1. ★ *Ask a Specialist*
  - eLearning video: Effective Meetings

## Labour Management Committee Member

### Year 1

1. ★ Introduction to Being an ONA Representative
2. ★ Professional Responsibility Workload Reporting Process – Multi-Sector or Sector-Specific
3. ★ Making It Count at Labour Management Meetings
4. ★ Conduct Effective Meetings

### Year 2

1. ★ Facing Professional Practice Concerns: What You Can Do
  2. ★ Working with Unregulated Care Providers
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3. ★Resolving Conflict
  - It's More Than Social Media

### **Year 3**

1. ★Scope of Professional Practice: the Nurse, the Client and the Environment
  - Advocacy, Proficiency and Professionalism

### **Anytime**

- eLearning video: Effective Meetings

## **ONA Members & CNSA Students**

### **Year 1**

1. ★CNO Standards and Accountabilities
2. ★CNO Quality Assurance Learning Plans
3. ★ Professional Responsibility Workload Reporting Process – Multi-Sector or Sector-Specific
4. ★Grievance Process
5. ★The Power of the Occupational Health and Safety Act, ONA and You
  - Health and Safety: What You Need to Know
  - Basic Introduction to Human Rights
  - Violence: Be Savvy and Safe

### **Year 2**

1. ★It's More than Social Media
2. ★Harassment, Mobbing and Bullying
3. ★LEAP: CNO Complaints and Reports
4. ★Resolving Conflict
5. ★Advocacy in Action 101
  - Facing Professional Practice Concerns: What You Can Do
  - Working with Unregulated Care Provider
  - Health and Safety: Now That You Know

### **Year 3**

1. ★Introduction to Being an ONA Representative
2. ★Scope of Professional Practice: the Nurse, the Client and the Environment
  - LEAP: Investigations Beyond the CNO
  - LEAP: CNO Health Inquiries and the Nurses' Health Program

### **Anytime**

- eLearning program: Grievance Procedure
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