ONTARIO NURSES’ ASSOCIATION

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.

www.ona.org
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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.
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 Local Coordinator Workshop
3. ★New Executive Partnership Workshop: Local Coordinators and Local Treasurers
4. ★New Executive Partnership Workshop: New Local Coordinator
5. ★Yearly leadership meetings *(for example: Area Coordinators Conferences, Provincial Coordinators Meetings, Biennial Convention, Special Meetings, Provincial Leadership Meeting, etc.)* *(Reference: Constitution Article 6)*
6. ★Executive Skills I: Leading a Local
7. ★Executive Skills II: Leadership Moving Forward
   • Privacy and Confidentiality

Year 2
1. ★Conducting Effective Meetings
2. ★Yearly leadership meetings
   • Executive Skills III: Advanced Conflict Resolution
   • Resolving Conflict

Year 3
1. ★Election Process at the Local and Bargaining Unit Level
2. ★Yearly leadership meetings
   • Advocacy in Action
   • Executive Skills IV: Preparing for the Future – Engaging Members in the Work of the Union
   • Executive Skills V: Building and Sustaining Mentor Relationships

Anytime
• eLearning video: Effective Meetings
• eLearning video: How to be Both a Professional and a Union Member
• eLearning video: Understanding Conflict
Treasurer

Year 1
1. ★Introduction to Being an ONA Representative
2. ★New Executive Partnership Workshop: Local Coordinators and Local Treasurers
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 meetings
   • Executive Skills III: Advanced Conflict Resolution
   • Conducting Effective Meetings
   • Resolving Conflict
   • Privacy and Confidentiality

Year 3
1. ★Yearly leadership meetings
   • Election Process at the Local and Bargaining Unit Level
   • Executive Skills IV: Preparing for the Future – Engaging Members in the Work of the Union
   • Executive Skills V: Building and Sustaining Mentor Relationships

Anytime
• eLearning video: Effective Meetings
• eLearning video: Understanding Conflict
• eLearning video: Treasurers Webinar #1: Bank Reconciliation in Sage 50
• eLearning video: Treasurers Webinar #2: 2018 Budget Templates
• eLearning video: Treasurers Webinar #4: How to Prepare and Present ONA Financial Statements to Local Executives in Sage 50
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
   • Executive Skills III: Advanced Conflict Resolution

Year 3
1. ★Yearly leadership meetings
2. ★Election Process at the Local and Bargaining Unit Level
   • Executive Skills IV: Preparing for the Future – Engaging Members in the Work of the Union
   • Executive Skills V: Building and Sustaining Mentor Relationships

Anytime
• eLearning video: Effective Meetings
• eLearning video: Understanding Conflict
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
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

**Year 2**

1. ★Grievance Arbitration
2. ★Hospital Central Contract Interpretation Workshop or Homes Central Contract Interpretation Workshop
3. ★Advocacy, Proficiency and Professionalism
4. ★Conducting Effective Meetings
5. ★Making it Count at Investigations and Disciplinary Meetings
6. ★Obligations in Representing Members with Human Rights Issues
7. ★Recognize and Report Violence in Your Workplace
8. ★LEAP: CNO Complaints and Reports
   - Working with Unregulated Care Providers
   - Health and Safety: Now That You Know
   - Attendance Management
   - How to be the Best Bargaining Unit President
   - Resolving Conflict
   - Executive Skills III: Advanced Conflict Resolution
   - Basic Introduction to Human Rights
Year 3
1. Preparing Your Team for Negotiations
2. Election Process at the Local and Bargaining Unit Level
3. Making it Count at Return to Work and Accommodation Meetings
4. Harassment, Mobbing and Bullying (Non-Code)
   • Scope of Professional Practice: the Nurse, the Client and the Environment
   • Health and Safety: Taking It One Step Further
   • Return to Work and Accommodation
   • Executive Skills IV: Preparing for the Future – Engaging Members in the Work of the Union
   • Executive Skills V: Building and Sustaining Mentor Relationships
   • Advocacy in Action
   • It’s More Than Social Media
   • LEAP: Investigations Beyond the CNO
   • LEAP: CNO Health Inquiries

Anytime
• eLearning video: Effective Meetings
• eLearning video: How to be Both a Professional and a Union Member
• eLearning program: Workplace Safety Insurance Act: What You Need to Know
• eLearning program: Disability Income Protection Plan
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 (Non-Code)
   • Facing Professional Practice Concerns: What You Can Do
   • Working with Unregulated Care Providers
   • Attendance Management
   • 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

Anytime
• eLearning video: Grievance Procedure
• eLearning video: How to be a Great ONA Unit Representative!
• eLearning video: Be a P.R.C. P.R.O
• eLearning video: ONA Professional Practice
• eLearning video: How to be Both a Professional and a Union Member
• eLearning video: RN/RPN Scope of Practice and the CNO Three Factor Framework
Human Rights and Equity Representative

Year 1
1. ★Introduction to Being an ONA Representative
2. ★Basic Introduction to Human Rights
3. ★Obligations in Representing Members with Human Rights Issues
4. ★Making it Count at Return to Work and Accommodation Meetings

Year 2
1. ★Resolving Conflict
2. ★Privacy and Confidentiality
3. ★Supporting Members with Addictions: The ONA Representatives Role
   • Supporting Members with Addictions: An Introduction

Year 3
1. ★Harassment, Mobbing and Bullying (Non-Code)
   • Recognize and Report Violence in Your Workplace
   • Making it Count at Investigations and Disciplinary Meetings

Anytime
• eLearning video: Duty to Accommodate
• eLearning video: Drop by Drop: Micro-inequities in the Workplace
• eLearning program and video: Harassment, Mobbing and Bullying
• eLearning video: Managing Disruptive Physician Behaviour
• eLearning video: Understanding Conflict
• eLearning program: Return to Work Series:
  o Level I: Is your workplace making you sick?
  o Level II: Legislation
  o Level III: Barriers in the Process
  o Level IV: Roles and Responsibilities
  o Level V: Representing Members Effectively in Return to Work
  o Level VI: Representing Members with Mental Disabilities and Addictions
  o Level VII: Dealing with Safety Concerns in Return to Work
Health and Safety Representative
Return to Work Representative

Year 1
1. ★Introduction to Being an ONA Representative
2. ★Joint Health and Safety Committee
3. ★Health and Safety: What You Need to Know
4. ★The Power of the Occupational Health and Safety Act, ONA and You
5. ★Health and Safety Caucus
6. ★Return to Work and Accommodation
7. ★Making it Count at Return to Work and Accommodation Meetings
   • 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. ★Supporting Members with Addictions: An Introduction
   • Conducting Effective Meetings

Year 3
1. ★Health and Safety: Taking It One Step Further
2. ★Health and Safety Caucus
3. ★Harassment, Mobbing and Bullying (Non-Code)
4. ★Supporting Members with Addictions: The ONA Representatives Role
5. ★Resolving Conflict
   • Attendance Management
   • Recognize and Report Violence In Your Workplace

Anytime
• eLearning video: Drop by Drop: Micro-inequities in the Workplace
• eLearning video: Duty to Accommodate
• eLearning program and video: Harassment, Mobbing and Bullying
• eLearning video: Managing Disruptive Physician Behaviour
• eLearning program: Return to Work Series:
  o Level I: Is your workplace making you sick?
  o Level II: Legislation
  o Level III: Barriers in the Process
  o Level IV: Roles and Responsibilities
Level V: Representing Members Effectively in Return to Work
Level VI: Representing Members with Mental Disabilities and Addictions
Level VII: Dealing with Safety Concerns in Return to Work

For more advanced education, access training through the Workers Health & Safety Centre, www.whsc.on.ca/

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

Anytime
• eLearning: Understanding Conflict
Grievance Committee Representative

Year 1
1. ★Introduction to Being an ONA Representative*
2. ★New Grievance Chairs Workshop
3. ★Grievance Process
4. ★Grievance Arbitration
5. ★Obligations in Representing Members with Human Rights Issues
6. ★Supporting Members with Addictions: An Introduction
   • 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
   • Attendance Management
   • LEAP: Investigations Beyond the CNO
   • It's More Than Social Media

Year 3
1. ★Supporting Members with Addictions: The ONA Representative’s Role
   • Harassment, Mobbing and Bullying
   • Recognize and Report Violence in Your Workplace
   • LEAP: CNO Health Inquiries

Anytime
• eLearning video: Duty to Accommodate
• eLearning video: Grievance Procedure
• eLearning program and video: Harassment, Mobbing and Bullying
• eLearning video: How to be a Great ONA Unit Representative!
• eLearning video: How to be Both a Professional and a Union Member
• eLearning video: Managing Disruptive Physician Behaviour
• eLearning video: Understanding Conflict
• eLearning video: Effective Meetings
• eLearning video: Disability Income Protection Plan
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
   - Effective Meetings

**Year 3**
1. ★CNO Quality Assurance Learning Plans
2. ★Resolving Conflict
   - LEAP: CNO Health Inquiries

**Anytime**
1. ★Ask a Specialist
   - eLearning video: Be a P.R.C. P.R.O.
   - eLearning video: Managing Disruptive Physician Behaviour
   - eLearning video: ONA Professional Practice
   - eLearning video: RN/RPN Scope of Practice and the CNO Three Factor Framework
   - eLearning video: Understanding Conflict
   - eLearning video: Making it Count at Labour Management 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
3. ★Resolving Conflict
   • It's More Than Social Media
   • Introduction to Being an ONA Representative

Year 3
1. ★Scope of Professional Practice: the Nurse, the Client and the Environment
   • Advocacy, Proficiency and Professionalism

Anytime
• eLearning video: Be a P.R.C. P.R.O.
• eLearning video: Making it Count at Labour Management Meetings
• eLearning video: How to be a Great ONA Unit Representative!
• eLearning video: How to be Both a Professional and a Union Member
• eLearning video: Managing Disruptive Physician Behaviour
• eLearning video: ONA Professional Practice
• eLearning video: RN/RPN Scope of Practice and the CNO Three Factor Framework
• eLearning video: Understanding Conflict
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
   • Recognize and Report Violence in Your Workplace

Year 2
1. ★It’s More than Social Media
2. ★Harassment, Mobbing and Bullying (Non-Code)
3. ★LEAP: CNO Complaints and Reports
4. ★Resolving Conflict
5. ★Advocacy in Action
   • Facing Professional Practice Concerns: What You Can Do
   • Working with Unregulated Care Providers
   • Health and Safety: Now That You Know
   • Violence: Be Savvy and Safe

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

Anytime
• eLearning video: Grievance Procedure
• eLearning video: Be a P.R.C. P.R.O
• eLearning video: ONA Professional Practice
• eLearning video: How to be Both a Professional and a Union Member
• eLearning video: RN/RPN Scope of Practice and the CNO Three Factor Framework
• eLearning video: Understanding Conflict
• eLearning video and program: Harassment, Mobbing and Bulling
• eLearning video: Drop by Drop: Micro-Equities in the Workplace
• eLearning video: Managing Disruptive Physician Behaviour