

Operational Plan for Fall Prevention Community of Practice: April 2016 - March 2017

Vision:

To create supportive communities in Ontario where adults enjoy quality of life and maintain their independence through the prevention of falls.

Mission:

The Fall Prevention Community of Practice supports its members to build capacity in the prevention of falls and fall-related injuries. We achieve this through knowledge sharing and networking, capacity building and implementation support for evidence-informed practices.

Goal 1: Knowledge Translation & Exchange

Activities/Action Steps	Timeline	Performance measures
Information & Library Services		
1.1 Negotiate renewal of Information & Library Services contracts. Possible time increase to be negotiated. Explore possibility of providing library services in French	April 2016 and September 2016	Availability of library services for CoP membership
1.2 Literature searches, reference requests, document delivery, production of reading lists	Ongoing	Number of literature searches, reference requests and document deliveries. Theme analysis of requests. Success stories outcomes.
Response to queries		
1.3 Respond to queries pertaining to fall prevention programs, interventions, people (not library focused)	Ongoing and on demand	Number of queries and responses; content of queries; positive feedback, increased traffic to LOOP
Webinars		
1.4 Plan and organize 8 webinars on topics of interest to members. And explore possibility of one webinar in French.	Ongoing	8 webinars completed. Positive evaluation results. Mix of didactic and problem-solving webinars.
Newsletters and tools		
1.5 Develop and disseminate mini newsletters	Bi-weekly	50 bi-weekly mini newsletters, pointing to articles/discussions on Loop
1.6 Discussion summaries. From email threads on communication platform.	Monthly	At least 10 concise summaries of discussion, links to related resources and references; discussion generated/membership participation or comments
1.7 Update and maintain Loop calendar	Ongoing	Number of events posted; number of clicks; number of comments; self-rated usefulness by membership

Goal 2: Support for Capacity Building

Activities/Action Steps	Timeline	Performance measures
Consultation Services		
2.1 Develop concept, promotion and delivery of consultation services	Ongoing and on demand	Number of requests for consultation received; number of consultations fulfilled
Solution-focused discussion via communication platform and other channels		
2.2 Management of private working spaces on communication platform	Ongoing and on demand	Number of working spaces for private groups developed (i.e. NE LHIN, Falls Month Partners, Core Team, etc.)
Strategic linkages between communities and general members		
2.3 Facilitate connections between communities and general members	Ongoing	Number of connections made; diversity of connections made; self-rated usefulness of connections made

Goal 3: Development and Outreach of the CoP

Activities/Action Steps	Timeline	Performance measures
Encourage personal connections/interactions, general membership engagement		
3.1 Consult with Loop membership on ways to improve the platform and increase their participation in the CoP.	July 2016	Recommendations on Loop improvements; identification of engagement strategies
3.2 Outreach to LHINs. Engage the Ministry of Health and pan-LHIN leads with fall prevention portfolios to enable an integrated provincial approach to fall prevention.	Ongoing	Number of strategic contacts made (i.e. Dr. Sinha, etc.)
Support/participate in conferences, events		
3.3 Promote the CoP at meetings, events and conferences (online and offline)	Ongoing	Number of new Loop members (goal: X members by March 2017), number events attended, number of promotional items distributed
Explore opportunities to scale up to national level		
3.4 Discuss mandate and resource implications for scaling up to national level	May 2016 at Watch Your Step national conference	Pan Canadian phone call, meeting at national conference

4. Goal 4: Establish the Conditions for Collective Impact

Activities/Action Steps	Timeline	Performance measures
Common Agenda		
4.1 Update logic model and work plan for 2017-18	March 2017	Finalized 2017-2018 work plan

Shared Measurement (Evaluation)			
4.2 Identify a common set of indicators and outcomes for monitoring progress and impact (i.e. evaluation plan)	April 2016	Evaluation plan developed and put into motion; member survey developed, distributed and analyzed; case study methodology developed	
Mutually reinforcing activities			
4.3 Engage members of other networks and communities to share lessons learned, partnerships, KTE strategies, etc.	Ongoing	FP Partners for November as FP month - toolkit created and shared.	
4.4 Organize/advocate for the promotion of Falls Prevention Month - November 2016	November 2016	The evaluation of the second annual Fall Prevention Month shows an increased reach. Feedback from participating organizations and the public that the campaign was useful and well organized.	
Continuous communication			
4.5 Review and update the communication plan in light of logic model and communication platform	May 2016	Communication plan reviewed and approved by Core Team; Communication plan executed	
4.6 Identify opportunities and publish articles about the CoP's ongoing work	Ongoing	Number of promotional articles written and published; number of new members as a result	
Backbone (ONF, Core team, infrastructure functioning)			
4.7 Orientation of new Core Team members	As needed	Number of orientations completed for all new Core Team members	
4.8 Review terms of reference, vision, mission values	February 2017	Updated documents approved for next fiscal year	
4.9 Explore purpose and sources of additional funding of platform and/or other key activities	March 2017	Sponsorship and funding guidelines developed, funding opportunities explored	
4.10 Evaluate Core Team functioning.	February 2017	Results collated and reported. Changes identified and followed up.	