Overview
The Registered Nurses Association of Ontario’s Nursing Best Practice Champions Network is seeking services to assist in the development and implementation of an e-Learning course focused in the area of guideline implementation based on RNAO’s Toolkit: Implementation of Best Practice Guidelines [http://RNAO.ca/bpg/toolkit](http://RNAO.ca/bpg/toolkit). The goal of this project is to enhance the learning experience and provide nurses and other health professionals with a web-based and network-enabled transfer of skills and knowledge.

Project commencement will begin on September 1, 2016. Final completion of the project will be January 31, 2017.

Background
RNAO is the professional association that represents registered nurses in Ontario, by speaking out for nursing and speaking out for health. RNAO’s mission is to advance healthy public policy and promote the full participation of registered nurses in improving health and in shaping and delivering health services now and in the future. Our focus on quality health services is supported through the RNAO Best Practice Guidelines Program, a program that develops and supports the implementation of best practices on a variety of health topics.

The Best Practice Champions Network®, established in 2002, is made up of thousands of nurses and other health-care professionals, who are passionate about evidence-based practice and improving care in their organization, and it continues to grow and thrive. Network members, appropriately named “Best Practice Champions” participate in either a one-day in-person orientation workshop or a virtual four-part workshop series, designed to provide them with numerous tools and strategies to champion the implementation of nursing best practice guidelines in their organization. The aim of the proposed e-learning course is to provide an additional option as a learning platform to increase accessibility.

The requirements of the course are as follows:

- comprehensive with multiple components;
- based on best practices for e-learning development;
- structured to enable additions and revisions over time;
- revised according to evaluations and user testing;
- available in English with the ability to be translated easily; and
- complete and fully operational on the RNAO website by January 31, 2017.
We expect that the individual or company selected to develop the e-learning course will be able to work with the RNAO to provide the following:

- An e-learning course that meets the above requirements and is fully integrated with RNAO’s Learning Management System, Moodle and developed in non proprietary web technology (such as HTML5, CSS, Javascript, etc.) so that RNAO can add content and make edits/revisions over time. The content should be editable through Moodle. It should be possible to easily replace the interactive components with updated ones as required.

- The eLearning should communicate user data with Moodle and track user activity to the extent that Moodle can to enable features such as:
  - Capture user statistics
  - Allow users to stop and easily resume work at the same point
  - Track start/stop/resume/user progression
  - Allow to print completion certificate several times
  - Multiple modules, some of which will be core content for all users and other optional modules that allow for self-directed learning (multi-module and self-paced equivalent to a full-day in person workshop).

- An e-learning interface and navigational elements that are learner-friendly (e.g., navigation buttons and links function easily; search function available; the learner may stop the course at any time and restart it from the same point; learners know where they are within the course and can move easily within and between modules; accessible for learners with low bandwidth; tracking to report the learner's performance within a course; search through a course to find information required to complete a task).

- The e-learn theming will be mobile responsive across all types of devices (tablets, phones, desktop etc).

- The quizzes will be developed using Moodle plug-ins

- The certificate(s) of completion will be prepared using a Moodle plug-in or function
• The ability to link to internal and external resources (e.g., websites, embedded PDF documents, videos).

• The use of media and design (e.g. texts, graphics, audio, video case studies, quizzes, animation) to engage learners, promote interest, and support knowledge acquisition. Audio and video will be provided by RNAO.

• An instructional strategy that helps a learner practice what they have learned through interactivity.

• Pre and Post Skills Assessment Tests, score monitoring, certificate generation.

• Options for formatting and design (use of colour, graphics, white space etc.) that optimizes content and visual appeal.

• Notes and Highlights: Mark one or more parts of a course that contain the most important information.

• Appropriate use of RNAO branding and Nursing Best Practice Champions Network branding within course screens.

• Real-time access; member log-in/registration to be handled through Moodle.

• Modifications to modules based on formative and summative evaluations/user testing (up to three revisions, including changes post production).

• Exclusively web/internet based.

• Real-time access.

• Rich media support: ability to incorporate virtually any type of rich media web content.

• Self-contained with links to reference materials.

Proposal requirements
Proposals should include the following information:
Registered Nurses’ Association of Ontario
L’Association des infirmières et infirmiers autorisés de l’Ontario

- Your ability to meet project deliverables and requirements described above with a budget of $25,000 to $35,000, exclusive of HST.

- Your approach for collaborating with the RNAO throughout e-learning development process
  - Outline the manner in which you require RNAO to submit content for the course.
  - Indicate an ability to work with RNAO staff to plan and implement an evaluation of the e-learning’s usability, applicability and relevancy through usability testing.

- Indication that all resources, tools and materials developed for the e-learning modules will be the intellectual property of RNAO, and that the e-learning course will owned, operated, maintained and updated by the RNAO, with no extra maintenance fees charged to the RNAO after delivery of the final product.

- Indication that all authoring files for creative components will be included in the deliverables

- Composition of an e-learning development team and experience with e-learning development (highlight non-profit organizations; health sector). Please include resume of project lead and other staff.

- Knowledge of best practices for e-learning development, design and understanding of adult learning principles.

- Links to sample projects.

- Fee schedule with detailed breakdown.

- Work plan with key milestones highlighted.

- Outline track record for adhering to timelines and project deliverables.

Proposal should include ability for RNAO to contribute to the processes throughout the production and edit the content at up to three times frames during the development period. Your proposal should also include development of the resource in a way such that RNAO can make changes to any content, quizzes (questions and length) and make further changes post production. Please include all previous work related to development and creations of e-Learns.

Proposal submission:

Written proposals must be received by email, before August 2, 2016 to Katherine Wallace, Program Manager at kwallace@rnao.ca.

If you have any questions or for clarification related to the requirements of this RFP please contact Katherine Wallace.

Katherine Wallace, RN, RM, MHS