

## FACILITATOR'S INTRODUCTION

### PARTICIPANT PROFILE

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This Overview and Orientation Workshop has been designed specifically for immigrants with foreign training, qualifications and experience in:

- Medical Laboratory Technology (technologists, not technicians)
- Midwifery
- Nursing (Registered Nurses and Registered Practical Nurses)
- Occupational Therapy
- Pharmacy
- Physiotherapy
- Respiratory Therapy

If you intend to accept members of other occupations into the workshop, be aware that you may have to conduct further research and adapt the curriculum to your needs.

Participants will benefit most from this program if they also meet one or more of the following criteria:

- newcomers to Canada or
- have lived in Canada for some time, but have not been able to gain access to employment in their field or
- lack awareness of the systems, supports, and resources available to them or
- are seeking entry into their field.

### METHODOLOGY

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This workshop has been developed so that it is:

- interactive
- accommodates different learning styles
- demonstrates principles of adult education methodology.

Strategies used in the workshop include short lectures, individual activities, pair work and group activities.

Sources of information for the content of this curriculum include:

- Human Resources and Skills Development (formerly Human Resources Development Canada) Job Futures
- Ontario Government (Ontario Futures)
- Industry Canada
- Where the Jobs Are*, by Colin Campbell.
- The STEPS to Employment Program, Citizenship and Immigration Canada  
[www.stepstoemployment.net](http://www.stepstoemployment.net)
- Material from the regulatory bodies for the health professions

## FACILITATOR'S INTRODUCTION

### STRUCTURE

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The Overview and Orientation Workshop is intended to be delivered over 30-35 hours with time for discussion and breaks. The workshop has been divided into **seven sections**, with an introduction and wrap-up.

**The sections do not necessarily need to be delivered in the order presented;** the activities within each section, however, should be delivered in order. In other words, you may choose to deal with Registration before the Labour Market, but the activities within the Registration Section should be delivered in order.

It is recommended that facilitators **begin each day with an open discussion** of the labour market for members of the profession or trade you are working with.

You might ask:

- Was there anything in the news yesterday or this morning related to your profession/trade?
- Was there anything in the business sections of the newspapers about major employers in your field?
- Any job ads?
- Has anyone heard anything about job fairs or conventions coming up related to the field?

Discussion of this nature conveys to participants the importance of staying abreast of the field, of sharing information and of being aware of the trends in the industries that affect their job search.

### PREPARATION

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**In order to deliver the Overview & Orientation Workshop for Health Care Professionals, you need:**

- The Facilitator's Guide** (this document), including the lecture notes, overheads, hand-outs and answer keys that are included with this guide.
- The Participant's Workbook** – which includes all activities (one for each participant).
- Resource Packages** for all professions represented in your class (see Building Your Resource Packages).
- At least one Guest Speaker** (see Guest Speakers).

## FACILITATOR'S INTRODUCTION

### BUILDING YOUR RESOURCE PACKAGES

The success of this program relies on relevant, up-to-date resource packages for each participant. Resource packages must be occupation-specific (i.e. a different package for each health care occupation). The following detailed bibliography will help you develop these packages.

#### **Resources packages *must* contain:**

1. Articles and other documents providing **labour market information** on the specific occupation.  
This will entail visits to a library or employment resource centre as well as Internet access.
2. Sample **job advertisements** for the occupation.
3. The relevant **Acts and Regulations** for the occupation, including:
  - The Regulated Health Professions Act*
  - Health Care Consent Act*
  - Substitute Decisions Act*
  - Act covering the specific occupationOrder the relevant Act(s) and accompanying regulations for the profession or trade you are working with from:  
**Publications Ontario**  
(416) 326-5300 or 1-800-668-9938  
There will be a cost for each act ordered.
4. The **registration package** (requirements and process) from the occupational regulatory body
5. Articles relating to advances in **technology** in the specific occupation.

## OCCUPATION-SPECIFIC RESOURCE PACKAGES: Suggested Contents

### Medical Laboratory Technologists

#### 1. Labour Market Information

- ❑ “3211 – Medical Laboratory Technologists and Pathologists’ Assistants.”  
*Job Futures Volume I. Human Resources and Skills Development.*  
[www.jobfutures.ca/noc/3211.shtml](http://www.jobfutures.ca/noc/3211.shtml)
- ❑ *CMLTO Focus* – the newsletter of the College of Medical Laboratory Technologists of Ontario – usually has several relevant articles. Request current and past editions from the CMLTO: (416) 861-9605. (Note: There will likely be a fee for the newsletter. You may wish to order one set and request permission to photocopy relevant articles.)
- ❑ *CMLTO Annual Report* (specifically, membership statistics)

#### 2. Job Advertisements

- ❑ *The Globe and Mail* [www.globeandmail.com](http://www.globeandmail.com)
- ❑ HRSD job bank [www.jobbank.gc.ca/](http://www.jobbank.gc.ca/)
- ❑ Public Service Commission of Canada, Jobs open to the public  
[http://jobs.gc.ca/menu/alljobs\\_e.htm](http://jobs.gc.ca/menu/alljobs_e.htm)
- ❑ Canada WorkInfoNet [www.workinfonet.com](http://www.workinfonet.com)
- ❑ Workopolis [www.workopolis.com](http://www.workopolis.com)
- ❑ Monster Board [www.monster.ca](http://www.monster.ca)
- ❑ Yahoo Hot Jobs [www.hotjobs.ca](http://www.hotjobs.ca)
- ❑ Job Bus [www.jobbus.com/](http://www.jobbus.com/)
- ❑ All star jobs [www.allstarjobs.ca/jobs/](http://www.allstarjobs.ca/jobs/)
- ❑ Job Search [www.jobsearch.ca/](http://www.jobsearch.ca/)
- ❑ Employment News [www.employmentnews.com/](http://www.employmentnews.com/)
- ❑ Canada Job <http://www.canadajob.com/>
- ❑ Canadian Employment Search Network [www.canjobs.com/](http://www.canjobs.com/)
- ❑ Career Builder [www.careerbuilder.com/](http://www.careerbuilder.com/)
- ❑ CareerMag [www.careermag.com/](http://www.careermag.com/)
- ❑ Canadian Technical Employment Network [www.cten.ca/](http://www.cten.ca/)
- ❑ New Canadian Program [www.newcanadians.org/](http://www.newcanadians.org/)
- ❑ Net Jobs <http://www.netjobs.com/>
- ❑ Career Bookmarks Toronto Public Library  
<http://careerbookmarks.tpl.toronto.on.ca/>
- ❑ Ontario Hospital Association: [www.oha.com](http://www.oha.com)
- ❑ Canadian Society of Medical Laboratory Science: [www.csmls.org](http://www.csmls.org)
- ❑ Ontario Society of Medical Technologists: [www.osmt.org](http://www.osmt.org)

## OCCUPATION-SPECIFIC RESOURCE PACKAGES:

### Suggested Contents

#### 3. Acts & Regulations

In addition to the *Regulated Health Professions Act, Health Care Consent Act* and *Substitute Decisions Act*:

- ❑ *An Act respecting the profession of Medical Laboratory Technologist.*
  - ❑ **You can also obtain it through the Internet at [www.gov.on.ca](http://www.gov.on.ca), click “Publications”, then “Acts & Regulations Publications Ontario** (416) 326-5300 or 1-800-668-9938. You can also obtain it at [www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca)

#### 4. Registration Package

- ❑ *Procedure and Guidelines for Initial Applicants.* College of Medical Laboratory Technologists of Ontario. Request from the CMLTO: (416) 861-9605.

#### 5. Technology

Issues of CMLTO Focus, and specifically:

- ❑ “CMLTO Meets with the Minister”, from CMLTO Focus. June 1998.
- ❑ “Quality Assurance Questionnaire Summary” *CMLTO Focus*, Vol 2, Issue 4
- ❑ “Duties and Responsibilities of Laboratory Technicians”, *CMLTO Focus*, Vol 3, Issue 1.

## Midwives

#### 1. Labour Market Information

- ❑ Guidance Centre Career Monograph: *Midwife*. OISE, University of Toronto, 1994.
- ❑ “Controversy lingers over role of midwife”, *Toronto Star*: July, 1998.
- ❑ Brochure: “Midwifery in Ontario”, request from the College of Midwives. (416) 327-0874, [admin@cmo.on.ca](mailto:admin@cmo.on.ca)
- ❑ “3232 - Midwives and Practitioners of Natural Healing.” Human Resources and Skills Development. [www.jobfutures.ca/noc/3232.shtml](http://www.jobfutures.ca/noc/3232.shtml)
- ❑ “Who’s delivering the babies?” *Toronto Star*, February 24, 2004

#### 2. Job Advertisements

Because Midwives are usually self-employed, job ads are not necessarily relevant. You may wish to contact a local collective and request information on what skills and attributes they look for in a new member.

## OCCUPATION-SPECIFIC RESOURCE PACKAGES: Suggested Contents

### 3. Acts & Regulations

In addition to the *Regulated Health Professions Act, Health Care Consent Act* and *Substitute Decisions Act*:

- ❑ *An Act respecting the regulation of the Profession of Midwifery* (Bill 56, 1991)

### 4. Registration Package

- ❑ "Prior Learning and Experience Assessment (PLEA) Information Package". Request from the College of Midwives. (416) 327-0874, [admin@cmo.on.ca](mailto:admin@cmo.on.ca)
- ❑ *The College of Midwives of Ontario Annual Report*. Request from the College of Midwives. (416) 327-0874, [admin@cmo.on.ca](mailto:admin@cmo.on.ca)

### 5. Technology

- ❑ "Natural childbirth is not for everyone", *Toronto Star*: July 1998.

## Nursing: Registered Nurses and Registered Practical Nurses

### 1. Labour Market Information

- ❑ "Tracking the Nursing Task Force (1999): RNs Rate Their Nursing Work Life", *RNAO*, October 2002  
[www.rnao.org/html/PDF/Tracking\\_the\\_Nursing\\_Task\\_Force.pdf](http://www.rnao.org/html/PDF/Tracking_the_Nursing_Task_Force.pdf)
- ❑ Current and past editions of *Canadian Nurse*, specifically:  
"What Nurses Do", *Canadian Nurse*, Aug. 1997.  
"Delegating Away Patient Safety", *Canadian Nurse*, Feb. 1997.
- ❑ Current and past edition of *Communiqué*, the newsletter of the College of Nurses on Ontario, as well as *Nursing and You*. Request from the College of Nurses: (416) 928-0900, [cno@cnomail.org](mailto:cno@cnomail.org)
- ❑ Daily newspapers and general interest newsmagazines, specifically:  
"Nursing: Off the critical list?" *Toronto Star*, February 14, 2004  
"Shortage of nurses by 2011, study says", *Toronto Star*, Nov. 5.'97  
"The Nurses: The front-line care-givers are burned out. Is it any wonder?" *Maclean's*, April 28, 1997

## OCCUPATION-SPECIFIC RESOURCE PACKAGES: Suggested Contents

### From Human Resources and Skills Development

- ❑ Metro Toronto HRDC: Profile available at:  
[www1.on.hrdc-drhc.gc.ca/ojf/ojf.jsp?lang=e&section=Profile&noc=3152](http://www1.on.hrdc-drhc.gc.ca/ojf/ojf.jsp?lang=e&section=Profile&noc=3152)
- ❑ "315 - Nursing Supervisors and Registered Nurses" & "3233 - Registered Nursing Assistants" from Job Futures  
[www.jobfutures.ca/noc/315.shtml](http://www.jobfutures.ca/noc/315.shtml)

### 2. Job Advertisements

- ❑ The Globe and Mail: [www.theglobeandmail.com](http://www.theglobeandmail.com)
- ❑ Toronto Star: [www.thestar.com](http://www.thestar.com)
- ❑ Ontario Hospital Association: [www.oha.com](http://www.oha.com)

### 3. Acts & Regulations

In addition to the *Regulated Health Professions Act*, *Health Care Consent Act* and *Substitute Decisions Act*:

- ❑ *Nursing Act, 1991.*

### 4. Registration Package

- ❑ Brochure: "What is the College of Nurses of Ontario?". Request from the College of Nurses: (416) 928-0900, [cno@cnomail.org](mailto:cno@cnomail.org)
- ❑ *A Guide to the Process for Registration in the General Class.* Request from the College of Nurses

### 5. Technology

- ❑ "Good Nursing, Good Health: A Good Investment Progress Report on the Nursing Task Force Strategy in Ontario".  
*Ontario Ministry of Health and Long-Term Care: Joint Provincial Nursing Council, Summer 2001*
- ❑ "Nurses get wired to telepractice", *Communiqué*: College of Nurses of Ontario. December 1998.
- ❑ "Nurses, Computers and Confidentiality", *Canadian Nurse*, August 1997.

## OCCUPATION-SPECIFIC RESOURCE PACKAGES: Suggested Contents

### Occupational Therapists

#### 1. Labour Market Information

Current and past editions of the Canadian Journal of Occupational Therapy, specifically:

- "Towards Developing a Flexible Health Workforce", *Canadian Journal of Occupational Therapy*, Vol 64, issue 2.
- An Occupational Performance Process Model: Fostering Client and Therapist Alliances", *CJOT*, Feb. 1997.
- Daily newspapers and general interest newsmagazines

From Human Resources and Skills Development

- "3143-Occupational Therapists" from *Job Futures*.  
[www.jobfutures.ca/noc/3143.shtml](http://www.jobfutures.ca/noc/3143.shtml)

#### 2. Job Advertisements

- The Globe and Mail: [www.theglobeandmail.com](http://www.theglobeandmail.com)
- Toronto Star: [www.thestar.com](http://www.thestar.com)
- Ontario Hospital Association: [www.oha.com](http://www.oha.com)

#### 3. Acts & Regulations

In addition to the *Regulated Health Professions Act*, *Health Care Consent Act* and *Substitute Decisions Act*:

- An Act respecting the regulation of the Profession of Occupational Therapy* (Bill 58)

#### 4. Registration Package

- College of Occupational Therapists of Ontario: Registration Information* (booklet). Request from COTO.
- Occupational Fact Sheet for Foreign-Trained Occupational Therapists* Ministry of Citizenship and Immigration, APT.

#### 5. Technology

- "Technology Update", *Canadian Journal of Occupational Therapy*, Feb. 1997.
- Current and past editions of *Information Update*, from the College of Occupational Therapists of Ontario.

## OCCUPATION-SPECIFIC RESOURCE PACKAGES: Suggested Contents

### Pharmacists

#### 1. Labour Market Information

Current and past editions of *Canadian Pharmaceutical Journal*, specifically:

- "Are You Ready for Managed Health Care in Your Community?" *Keeping PACE (Pharmacy & Apotex Continuing Education, a supplement to the Canadian Pharmaceutical Journal)* Vol 3, No. 1, 1997.
- "Innovations in Practice", Vol 3, No. 1, 1997.
- "Re-Professionalizing Pharmacy", Vol 3, No. 1, 1997.
- "PULSE: Hospital restructuring uncertainty", CPJ, April 1997.
- "Defining the Role of Pharmacy Technicians", CPJ, May 1996.
- "Alternative Medicine: A Survival Guide for Pharmacists", CPJ, July/Aug 1996

- Daily newspapers and general interest news magazines

Current and past editions of *Pharmacy Practice*, specifically:

- "11 Pharmacy Trends: the key forces that will shape the destiny of the profession." *Pharmacy Practice*, June 1997.

Human Resources **and Skills** Development:

- "3131 Pharmacists" from Job Futures [www.jobfutures.ca/noc/3131.shtml](http://www.jobfutures.ca/noc/3131.shtml)

#### 2. Job Advertisements

- The Globe and Mail: [www.theglobeandmail.com](http://www.theglobeandmail.com)
- Toronto Star: [www.thestar.com](http://www.thestar.com)
- Ontario Hospital Association: [www.oha.com](http://www.oha.com)

#### 3. Acts & Regulations

In addition to the *Regulated Health Professions Act, Health Care Consent Act* and *Substitute Decisions Act*:

- An Act respecting the regulation of the Profession of Pharmacy (Bill 61)*

#### 4. Registration Package

- Occupational Fact Sheet for Foreign-Trained Pharmacists*, Ontario College of Pharmacists. [www.ocpinfo.com](http://www.ocpinfo.com)

*Registration Application Information*. Request from the Ontario College of Pharmacists: (416) 962-4861.

#### 5. Technology

Current and past editions of *Pharmacy Practice, Pharmacy Connection, Canadian Pharmaceutical Journal*.

## OCCUPATION-SPECIFIC RESOURCE PACKAGES: Suggested Contents

### Physiotherapists

#### 1. Labour Market Information

Human Resources and Skills Development Canada:

- "3142 - Physiotherapists" from *Job Futures*  
[www.jobfutures.ca/noc/3142.shtml](http://www.jobfutures.ca/noc/3142.shtml)
- Daily newspapers and general interest newsmagazines
- Current and past editions of *Communiqué*, the newsletter of the College of Physiotherapists of Ontario. Request from the CPO: (416) 591-3828
- "Pre-Employment: Q&A critical", *Communiqué* (newsletter of the College of Physiotherapists), January 1997
- "Environmental scans explore impact of trends on physiotherapy practice", *Communiqué*, May 1997

Excerpts from the Annual Report of the College of Physiotherapists

#### 2. Job Advertisements

- The Globe and Mail: [www.theglobeandmail.com](http://www.theglobeandmail.com)
- Toronto Star: [www.thestar.com](http://www.thestar.com)
- Ontario Hospital Association: [www.oha.com](http://www.oha.com)

#### 3. Acts & Regulations

In addition to the *Regulated Health Professions Act*, *Health Care Consent Act* and *Substitute Decisions Act*:

- An Act representing the regulation of the Profession of Physiotherapy* (Bill 62)

#### 4. Registration Package

- Occupational Fact Sheet for Foreign-trained Physiotherapists*, APT Unit, Ministry of Citizenship and Immigration
- Application Package for Certificate Authorizing Supervised Practice. Request from Canadian Alliance of Physiotherapy Regulators: (416) 234-8800.

#### 5. Technology

Current and past editions of *Communiqué*, the newsletter of the College of Physiotherapists of Ontario. Request from the CPO: (416) 591-3828

## OCCUPATION-SPECIFIC RESOURCE PACKAGES: Suggested Contents

### Respiratory Therapists

#### 1. Labour Market Information

Human Resources and Skills Development

“314-Therapy and Assessment Professionals” from Job Futures

[www.jobfutures.ca/noc/314.shtml](http://www.jobfutures.ca/noc/314.shtml) . Current and past editions of

**College Update**, newsletter of the College of Respiratory Therapists of Ontario. Daily newspapers and general interest newsmagazines i.e.

“Helping You Breathe Easier”, *Toronto Sun*, February 25, 2004

#### 2. Job Advertisements

The Globe and Mail: [www.theglobeandmail.com](http://www.theglobeandmail.com)

Toronto Star: [www.thestar.com](http://www.thestar.com)

Ontario Hospital Association: [www.oha.com](http://www.oha.com)

#### 3. Acts & Regulations

In addition to the *Regulated Health Professions Act*, *Health Care Consent Act* and *Substitute Decisions Act*:

*Respiratory Therapy Act*, 1991

#### 4. Registration Package

*Application Package*, College of Respiratory Therapists of Ontario.

#### 5. Technology

Current and past editions of *College Update*, newsletter of the College of Respiratory Therapists of Ontario.

## FACILITATOR'S INTRODUCTION

### Guest Speakers

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There is an opportunity within the structure of the Workshop to invite guest speakers in to address the class. The topic for the guest speaker is “workplace expectations and hiring procedures”; this may, of course, be tailored to suit the speaker’s expertise. You will have to secure your guest speaker from the local community. Some possible sources are:

#### **An Employment Agency**

If there is an employment agency in your community that regularly serves employers and job searchers in the profession or trade you are working with, ask them to come in to address such topics as:

- needs of employers
- current hiring trends
- temporary work -- if any
- resumes - what works, what doesn't.

### **A Human Resource Professional from a Large Employer**

The speaker should address:

- How are positions advertised?
- What kind of people are they looking for?
- What stands out in a resume?
- What are the working conditions, benefits, etc.?

### **"A Day in the Life of..."**

Participants generally enjoy listening to and asking questions of a practicing professional in their field. It is even more beneficial if the guest speaker is foreign-trained and can address any challenges they encountered and "secrets" to success.

One other option for a guest speaker is to integrate it into a field trip. In particular, staff at Human Resources and Skills Development are often able to give very effective presentations in such topics as research tools, "The World of Work" computer program and tours of the Centre.