



PRESCRIPTION
TO GET ACTIVE

CHAPTER TOOLKIT

How is Prescription to Get Active organized?

RxTGA is governed by a Board of Directors, duly elected from its membership. The Board currently oversees the executive, financial and strategic direction of the program. Reporting to the board is a Program Director (or designate) who is responsible to provide program updates and communications to and from all members and the Board of Directors. Chapters are essential in coordinating and streamlining program communications to every member in Canada.

(See Appendix 1 for RxTGA Organization Structure)

What is a Chapter?

Various members from recreation and health care are needed to establish a Chapter. Chapters provide the flexibility for members to adapt the RxTGA program to meet the specific needs in their community and supports multiple organizations in working together towards a common goal in a geographic area.

What are the benefits of being a Chapter?

Becoming a Chapter will:

- Provide a structure to promote the program and partnership between the health and fitness sectors
- Supports population based evaluation about sedentary lifestyle and activity
- Supports coordination of services in a local area
- Provides access to RxTGA website and centrally developed promotional materials and services that can be adapted for local use

How to form a Chapter

Step 1– Enlist support

Hold a meeting with all your local program members to determine number of members interested in forming a Chapter. Chapter members may include:

- Healthcare representative(s)
- Representative from municipal recreation
- Representative from the recreation non-for profit (eg. YMCA)
- Representative from other recreation facilities in the area (eg. for profit)

Once your local group has met and decided to proceed, a single point of contact or should be identified to be the connecting point with the Board of Directors. The key roles of this person(s) are as follows:

- Organize the meetings, will prepare the agenda and send minutes to Chapter members
- Disseminate program information to all local members and to RxTGA staff
- Organize and submit quarterly reporting from your local members to RxTGA staff

Each Chapter may organize this function differently, for instance, a large Chapter may hire a part-time position. In a small community, a member organization may take on this role on behalf of all members, or the roles may be shared by a small group.

A full list of Chapter roles and responsibilities can be found in Appendix 2- Template Terms of Reference

Step 2 – Register the Chapter

Each Chapter should be registered with the RxTGA Board of Directors. Registration can be completed by emailing the program director (or designate) at info@prescriptiontogetactive.com for your registration form.

Once registered the Chapter lead (or any of the members) can receive the following information:

- Educational materials for health care prescribers,
- Launch planning,
- Budget planning (to be developed),
- How to maintain your program,
- Reporting requirements,
- Educational materials about prescription to Get Active for prescribers

Appendix 1 – Organizational Structure

	Structure	Responsibilities
Board of Directors	<p>Directors serve a staggered term of three (3) years and consists of members who are duly elected from its membership.</p> <p>Consist of 9 positions equally represented from health care, recreation, supporters or other stakeholders</p>	<p>Oversees the executive, financial and strategic operations of the National Not For Profit Corporation.</p>
National Program Director (or designate)	<p>Program member appointed by the board to fulfill national objectives.</p>	<p>Communicates program resources and information to and from the Board to Chapters and Members.</p> <p>Responsible for: management of the national website, program policies and procedures, manuals, national communications and resource development, sponsorship, funding and program evaluation.</p>
Chapters	<p>Formed through equal representation from at least one (1) member from health care and one (1) member from Recreation.</p> <p>Chapters represent the members in a defined demographic boundary or area. Example: Greater Edmonton Chapter</p>	<p>Chapters responsibilities include:</p> <ul style="list-style-type: none"> Reaching out to potential members to join the RxTGA initiative locally. Source funding for program material costs such as Rx pads, patient resources for clinic spaces. Locally approve member applications for their chapter. Facilitate and organize chapter meetings. Organize and compile quarterly reporting from members and provide to program director or designate.

<p>Members (3 types)</p>	<p>Consist of organizations or individuals from:</p> <p>Health care: Doctors and their healthcare teams who can write prescriptions. Staff are allied healthcare professionals that directly report to or are affiliated with a physician Eg. Registered Nurse, Mental Health clinician etc.</p>	<p>Responsible to inform healthcare providers about the program, distribute prescription pads or resources to clinic spaces, submit quarterly reporting and report program information or updates to chapter contact.</p> <p>Members in good standing can participate in Chapter meetings</p>
	<p>Recreation: A centre or facility that provides a direct service to patients and accept prescriptions from patients. Eg. YMCA, for profit, municipal facility, tennis clubs, golf courses etc.</p>	<p>Responsible to ensure all locations have assigned and qualified staff who are knowledgeable of the program and understand how to assist patients with redeeming prescriptions.</p> <p>Submit quarterly reporting to chapter contact.</p> <p>Members in good standing can participate in Chapter meetings.</p>
	<p>Supporters: Organizations that support the program mission and vision but who do not contribute financially or provide direct services to patients. Eg. Alberta Parks and Recreation Association.</p>	<p>Mutually support the program mission and vision.</p> <p>Members in good standing can participate in Chapter meetings.</p>

Appendix 2 Template Terms of Reference for Chapters

Prescription to Get Active – XYZ Chapter Terms of Reference (TOR)

Mandate:

The XYZ RxTGA Local Chapter will be responsible for the local development, documentation, and reporting of the RxTGA program as overseen by the National RxTGA Board and local XYZ area members.

Definitions

Prescription to Get Active:

Prescription to Get Active (RxTGA) is an exciting integrated partnership between family doctors, other health care providers and recreation organizations.

This health promotion initiative is a federal not-for-profit corporation, and was created in 2011 to encourage physical activity in sedentary Canadians with the ambitious aim of improving overall health and quality of life and reducing the risk of chronic disease and premature death.

RxTGA applies the lessons learned about the power of a written prescription to encourage increased physical activity in those patients of all ages who are not reaching Canada's physical activity guidelines.

Objectives:

The objectives of the Chapter are to:

- Support the ongoing operations of RxTGA at the local level
- To support ongoing evaluation of RxTGA
- To support ongoing marketing and communication in both health care settings and the recreation facilities
- To review and approve local membership applications
- To support ongoing local problem solving as required with respect to program service delivery.

Membership:

Will include:

- A lead or local contact to be determined by the group,
- Mixed representatives from health care and recreation organizations, preferably with a mix of expertise in kinesiology, communications, community engagement, or others as identified

- “Other” Members who are supporters of the RxTGA initiative

Roles and Responsibilities of Committee Members:

- Local management of issues that arise (problem solving), either at the health care or zone level
- Local approval of new facilities (including responding to questions, site visits, assisting with membership forms as required)
- Assistance with collecting statistics about program utilization (to support program sustainability)
- Attendance at meetings on a regular basis, or respond to program related emails. If unable to attend the member may send an appropriate alternate
- Members are expected to:
 - Bring the expertise of their respective positions to discussion and make decisions; and
 - To share and spread the discussions of the work

Operating Procedures:

- Meetings will be held as required or quarterly to complete tasks or problem solve problems as they arise
- Tasks may also be completed where possible via email, eg submission of statistics, review of new applications, distribution of communication materials
- The Chapter chair/lead, or designate, will organize the meetings, will prepare the agenda and send minutes
- All decisions will be made by consensus. If consensus cannot be reached, the issue will be referred to Secretariat

Reporting:

- Minutes of meetings will be kept as a record of decisions made
- Meeting minutes will be circulated to the group
- The Chair will report to the National RxTGA Board on a regular basis and upon request

Accountability:

Oversight:

Approved by: _____ on this day _____
(dd/mm/yy)

Appendix 3 Implementation Checklist

Chapter Implementation Checklist		Date Complete
Chapter name	Selection of geographical area and Chapter name	
First meeting of member	Organizing meeting of potential Chapter members	
TORs	TORs developed with local members and sent to RxTGA Board of Directors	
Appoint Chapter Lead	A lead person for the Chapter is selected to be the point person and will report to the Board of Directors or a representative	
OPTIONAL		
Communications	Develop a plan to launch RxTGA in the community with local healthcare providers, recreation facilities and the public	