

### ADULT RISK FACTOR SURVEILLANCE WORKPLAN (UPDATED SPRING, 2011)

<b>Start-up funding secured</b>						
<b>Outcome:</b>						
Objectives	Activities	Specific Tasks	Anticipated resources	Timelines	Who	Completed
To secure funding for information sessions and symposium	Complete Workplan for CDPI training dollars	Revise workplan to identify link with CDPI outcomes	None	Oct-09	Tannis Erickson/Cathy Steven	yes
	Explore other funding opportunities					
To secure funding for the development of ARFS	Develop Proposal	Develop position description	Health in Common secondment	31-Mar-10	Kate McGarry	yes
		Fill contract position				
		Gather information				
		Write proposal				
	Explore funding opportunities	Scan potential funding opportunities		1-Sep-11	Carly Leggett	ongoing
	Submit Proposals					
<b>Outcome: Increased awareness of the value of practice based evidence</b>						
Objectives	Activities	Specific Tasks	Anticipated resources	Timelines	Who	Completed
To design a provincial ARFS symposium	Assess Audience Needs	Identify Audience	CDPI Funding		TE, JA, CH, NM, JG, AM	
	Compile and Summarize Evidence	Evidence informed decision making			Jane Griffith and Kate McGarry	
		Existing surveillance tools			TE, JA, CH, NM, JG, AM	
		Lessons learned			TE, JA, CH, NM, JG, AM	
		Chaos to Clarity Presentations			Jane Griffith	
		Need To Know team materials			Nancy McPherson	
	Write backgrounder on Risk Factor Surveillance	Gather materials from BRFS conference				TE, JA, CH, NM, JG, AM

		Summarize Highlights			TE, JA, CH, NM, JG, AM	
	Develop symposium content	Define outline for presentation			TE, JA, CH, NM, JG, AM	
		Design questions for focused conversation			TE, JA, CH, NM, JG, AM	
To deliver a provincial ARFS symposium	Present outline to networks	PPHL, CHAN, Planning, HPSEN, Primary Health Care			Jane Griffith	yes
	<b>Deliver provincial symposium "Growing Up: Expanding from Youth the Adult Risk Factor Surveillance"</b>	Contact regions to explore interest			TE, JA, CH, NM, JG, AM	
		Identify local champions			TE, JA, CH, NM, JG, AM	
		Define schedule for symposium			TE, JA, CH, NM, JG, AM	yes
		Deliver symposium		Jan-11	TE, JA, CH, NM, JG, AM	yes

**Outcome: Shared understanding and support of partners for a province-wide community based surveillance system**

Objectives	Activities	Specific Tasks	Anticipated resources	Timelines	Who	Completed
To develop adult surveillance	Develop tools	Gather available tools	Dedicated Human Resources, Time and Funding (TBD)	Spring/Fall 2011	ARFS WG	
		Review existing tools				
		Adapt existing tools as necessary				
		Develop new tools if required				
	Establish processes	Gather available processes				
		Review Existing Ethics procedures				
		Review existing processes				
		Adapt existing processes as necessary				

		Develop new processes if required			
		Integrate into existing processes if possible			
		Identify new partnerships			
	Develop protocols/policies	Gather available protocols/policies			
		Review existing protocols/policies			
		Adapt existing protocols/policies as necessary			
		Develop new protocols/policies if required			
	Develop Budget	Integrate into existing protocols/policies if possible			
		Review international examples			
		Develop budget based on chosen processes			
		Identify in-kind resources			
To engage partners	Information sessions with partners	Identify partners		Spring/Fall 2011	ARFS WG
		Identify local champions			
		Design info sessions			
		Schedule sessions			
		Deliver sessions			
	Document unplanned opportunities	Report opportunities as they arise			
	Revise draft adult surveillance components	Compile feedback		Ongoing	
	Make changes to tools,	Ongoing			

		processes, protocols, policies and budget				
To engage community members	Design information material/ methods	Identify Audience		Spring/Fall 2011	ARFS WG	
		Design materials				
		Identify public awareness opportunities				
		Pilot test content				
		Revise materials				
	Deliver information using various methods	Contact local agencies and organizations				
		Engage media and local resources				
		Present public awareness materials				