

 **TOOL 7.1: READINESS CHECKLIST – TIME™ SAMPLE**

**Section in Planner: Phase 3, Step 7 (7.1)**

**Why is this important?**

After months of preparation, your planning team will be eager to announce a program launch date. By this stage you will have established a firm basis of support amongst all invested parties, formed critical relationships and referral patterns with relevant health partners, set in motion your promotion and recruitment strategy, prepared the necessary facilities and equipment, conducted instructor, staff or volunteer training, and established plans to evaluate program and participant outcomes. Using a checklist will help you confirm you’ve addressed the critical components of your plan.

**How to use this tool:**

This ‘Readiness Checklist’ sample from TIMETM\* outlines key elements specific to the launch and delivery of the TIMETM exercise program. You may use it as an example and/or develop your own checklist, tailored to reflect your local context and program decisions.

**User Comments:**

*“Our municipal partners completed this checklist. If we were to do it again, I would consider having one of the physios and the City staff do this checklist together and actually go in the building and go through it instead of just doing it by memory*.” (Physiotherapist)

\* University Health Network. Together in Movement and Exercise (timeTM) program. 2020 [cited 2020 Apr 10].

 Available from: https://www.uhn.ca/TorontoRehab/Clinics/TIME

**READINESS CHECKLIST – TIME™ SAMPLE**

The following lists the equipment and resources to help recreation centres get ready for running TIME™. TIME™ is a licensed program suitable for people with balance and mobility challenges related to any underlying condition. It is a group exercise class for 12 participants, although this is modifiable depending on space and resources. The exercise program is a 3-station circuit, with 4 participants at each station, and a unison seated warm-up and cool-down.

The foundation of the TIME™ program is local relationships between recreation and healthcare professionals to implement and sustain a successful program. They share their expertise, problem-solving and working together to optimize the results for class participants. The healthcare partners are usually physiotherapists or kinesiologists from nearby healthcare organizations. Contact between the partners is maintained by phone or email and visits to the program, frequently in the initial stages but gradually reducing as the fitness instructor confidence increases in running the class. This partnership with local healthcare organizations is also helpful in promoting participant referrals.

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| **Item** | **Status** | **Comments** |
| **License** |
| TIMETM Trademark License Agreement has been signed and submitted.  |  [ ]  YES [ ]  NO |  |
| TIMETM Toolkit received after approval of license.  |  [ ]  YES [ ]  NO |  |
| **Site Features** |
| The recreation centre is wheelchair accessible (building entrance and inside) | [ ]  YES [ ]  NO |  |
| Automated external defibrillator(s) available in the building in case of emergency | [ ]  YES [ ]  NO |  |
| A wheelchair-accessible washroom must be easily accessible to the participants of the program (ideally near the exercise room) | [ ]  YES [ ]  NO |  |
| **Personnel** |
| A Recreation Coordinator / Community Recreation Partner has been identified to administer the program and screen participants.  | [ ]  YES [ ]  NO |  |
| At least 2 Fitness Instructors with the following qualifications have been identified:  1. Group fitness instructor certifications from: CanFitPro™ Fitness Instructor Specialist, YMCA-Fitness Leadership, Ontario Fitness Council (OFC), American Council on Exercise (ACE), or equivalent (eg. Yoga, Pilates). Other qualifications can be considered on a case-by-case basis.
2. Excellent communication and leadership skills
3. Exhibits empathy, enthusiasm and a genuine interest in working with people with disability

A 4:1 ratio of participants to instructors-plus-volunteers is required. For groups greater than 10, 2 instructors are required. | [ ]  YES [ ]  NO |  |
| Fitness instructors have completed TIMETM Training (e-learning and a face-to-face workshop led by healthcare partner/ physiotherapist, total 5.5 hours. All training materials are provided in the toolkit.)  | [ ]  YES [ ]  NO |  |
| Volunteers if available at the centre have been identified. | [ ]  YES [ ]  NO |  |
| Volunteers have completed TIMETM Training – Training guidelines provided (90 min.)  | [ ]  YES [ ]  NO |  |

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| **Participant Documentation** |
| Each person who registers in the TIMETM program must sign a Participant Waiver & Consent Form, provided in the toolkit | [ ]  YES [ ]  NO |  |
| **Equipment and Material Resources (for class size of 12)** |
| A multi-purpose room to conduct the exercise program that accommodates 12 participants, their caregivers (if attending) and 3-4 instructors/volunteers (at least 30 feet x 25 feet) | [ ]  YES [ ]  NO |  |
| Time to schedule a 1-hour exercise class, twice per week with a 15-minute equipment set up and take down time. Note: TIMETM participants often prefer a time slot that is late morning or early afternoon (e.g. 11:00-12 noon or 1:30-2:30 pm) |  |  |
|  18 sturdy, stackable chairs include 4 chairs with armrests for those who need them | [ ]  YES [ ]  NO |  |
| Hand supports for balance must be provided.Options include:1. Fixed and/or portable ballet barres\* are preferred as hand support (at least 8-10-foot length), minimum 2 barres (at leastone 10-foot barre preferred)
2. 18 chairs used for warm up can be stacked up to use as handholds during standing exercises
 | [ ]  YES [ ]  NO |  |
| At least 6 Reebok ® Steps or similar sturdy steps and appropriate number of risers | [ ]  YES [ ]  NO |  |
| Miscellaneous exercise props: Examples: Pool Noodles, Balls, paper plates Hula-Hoop (minimum 10) | [ ]  YES [ ]  NO |  |
| One (aerobic equipment (recumbent bicycle, NuStep®, arm ergometer, etc.) **OPTIONAL** | [ ]  YES [ ]  NO |  |
| Shopping Bags with weights/items ~ 3 lbs. x 4, OR Laundry Baskets with weights/items x 4 | [ ]  YES [ ]  NO |  |
| 1 and 2 lbs. cuff weights (8) **OPTIONAL** | [ ]  YES [ ]  NO |  |
| Tennis/Badminton racket and ball x 4 **OPTIONAL** | [ ]  YES [ ]  NO |  |
| Miscellaneous: Flip chart paper with colored markers or Post-it notes | [ ]  YES [ ]  NO |  |
| Access to a water hydration source (jug with water and cups is preferred) | [ ]  YES [ ]  NO |  |
| Juice boxes  | [ ]  YES [ ]  NO |  |
| MP3/CD player, speakers, music | [ ]  YES [ ]  NO |  |