

	Policy Category/Number	NRRF No. 9
Policy Title	Date Approved	
Personal Care Home Grant	Applicable to	All Health Authorities
Branch/Division	Review Date	September 2008
Workforce Policy & Planning Branch Health Workforce Division	Date Revised	September 2007
Responsible Authority	Page	1 of 3
NRRF Committee		

1.0 POLICY STATEMENT

The Nurses Recruitment and Retention Fund (NRRF) is committed to enhancing the delivery of health services in the province of Manitoba, by addressing issues of nursing supply. Main functions of the NRRF include the development of strategies to assist with the recruitment and retention of Registered Nurses (RN), Registered Psychiatric Nurses (RPN), and Licensed Practical Nurses (LPN) in Manitoba.

To recruit nurses to work in personal care homes, the NRRF supports the allocation of funding to eligible Registered Nurses (RN), Registered Psychiatric Nurses (RPN), and Licensed Practical Nurses for a return of service commitment.

2.0 BACKGROUND

Nurses play integral roles in promoting and maintaining a system of health care which addresses the needs of populations, ensures high quality care, and fosters the support of the public.

A shortage of qualified nurses has been well substantiated. Across the country, employers have had increasing difficulty filling positions. To offset issues of inadequate supply, the majority of governments have initiated strategies for recruitment. One strategy for recruitment is the use of financial compensation to facilitate and encourage nurses to work in hard to recruit programs and locations.

In response to the proposed enhancements to the hours of direct care for residents in personal care homes, NRRF established a grant to assist in addressing the workforce requirements.

3.0 PURPOSE

- 3.1 To encourage RNs, RPNs, and LPNs to work in personal care homes in Manitoba,
- 3.2 To support the implementation of the enhancements to the hours of direct care in personal care homes by increasing the supply of nurses working in personal care homes,
- 3.3 To reduce the numbers of nursing vacancies in personal care homes.

4.0 DEFINITIONS

- 4.1 **Personal Care Home Grant:** Financial assistance of \$2,000 for a return of service commitment to work in a personal care home in Manitoba.
- 4.2 **Personal Care Home:** A provincially licensed proprietary or non-proprietary personal care home.
- 4.3 **Return of Service Commitment:** A written contract stating the employee's commitment to provide service in a personal care home in a position of 0.6 equivalent full-time (EFT) for a minimum of one year in return for the investment of the Personal Care Home Grant by the NRRF. For those nurses who qualify for the Personal Care Home Grant in addition to the Conditional Grant or Relocation Assistance, one year return of service commitment is required for each grant received.

5.0 POLICY

Nurses on a one-time only basis shall be eligible for financial assistance of \$2,000 for a return of service commitment to work in an approved personal care home in Manitoba.

5.1 Eligibility Criteria for Nurses

- 5.1.1 Nurses (RNs, RPNs, or LPNs) with an active practice license. Graduate nurses are eligible and must provide approval from the respective regulatory college to practice as a graduate nurse.
- 5.1.2 Nurses must be newly hired to the personal care home, and have not been employed in any personal care home in the 6 months prior to the grant application.
- 5.1.3 Confirmed employment as a direct caregiver by an approved employer in a permanent or term positions for a duration of at least one year and 0.6 EFT or more.
- 5.1.4 Acceptance of and compliance with the conditions of a return of service commitment of 12 months.
- 5.1.5 The Personal Care Home Grant, which begins January 1, 2008, can be received in conjunction with other financial assistance from the Fund, such as Conditional Grants and Relocation Assistance. However, the return-of-service for any combination will be consecutive.

5.2 Eligibility Criteria for Employers

- 5.2.1 Personal care homes that are licensed by the province of Manitoba.

6.0 STANDARDS

6.1 Nurses Responsibilities

- 6.1.1 The nurse is responsible for reviewing the terms and conditions of the Personal Care Home Grant policy and upon acceptance, must comply with these terms and conditions.
- 6.1.2 The nurse must secure employment with an approved employer in a position of 0.6 EFT or more for a minimum duration of 12 months in a personal care home.
- 6.1.3 The nurse must sign a return of service commitment, and if conditions of the service commitment are not fulfilled, the recipient must agree to repay the amount of the Personal Care Home Grant.

6.2 Employer Responsibilities

- 6.2.1 The employer will be responsible for securing a permanent or term nursing position of 0.6 EFT or more, for a minimum of 12 months in a personal care home within their organization.
- 6.2.2 The employer will be responsible for providing eligible employees with the information contained in this policy.
- 6.2.3 The employer will be responsible for retaining complete records for each employee who received a Personal Care Home Grant from the NRRF.

- 6.2.4 The employer will be responsible for notifying the NRRF if the service commitment is not fulfilled, by the completion of the Employer Verification of Incomplete Service Agreement Form (Appendix 8.1).

6.3 NRRF Responsibilities

- 6.3.1 The Facilitator of the NRRF will review all requests for the Personal Care Home Grant and approve applications in accordance with this policy.
- 6.3.2 The Facilitator will defer to the NRRF Committee for final approval or denial, if the application is outside of policy guidelines, or based on special circumstances.
- 6.3.3 The Facilitator of the NRRF will advise individuals of the status of their application via letter.
- 6.3.4 The Facilitator will maintain an account of approvals.
- 6.3.5 The NRRF will complete an annual report.

7.0 PROCEDURES

- 7.1 The NRRF reviews allocations annually for the purpose of supporting the Personal Care Home Grant program.
- 7.2 Nurses meeting the eligibility criteria are entitled to apply to the NRRF for a Personal Care Home Grant in the amount of \$2000.00 (Appendix 8.2: Personal Care Home Grant Application).
- 7.3 The nurse must provide documentation of the confirmed permanent or term nursing position with an approved employer which is at least 12 months in duration and 0.6 EFT or higher in a personal care home in Manitoba.
- 7.4 The nurse must provide proof of registration with the College of Registered Nurses of Manitoba (CRNM), or the College of Registered Psychiatric Nurses of Manitoba (CRPNM) or the College of Licensed Practical Nurses (CLPNM).
- 7.5 For Graduate Nurses: approval from the college to practice as a graduate nurse must be submitted with the Personal Care Home Grant application form. Documentation of registration as an RN, RPN or LPN must be forwarded to the Facilitator of the NRRF when received.
- 7.6 Applicants who change employers within the 12 month return of service commitment but maintain eligibility for the Personal Care Home Grant must submit a revised return of service commitment signed by the new employer. The employee must fulfill the remainder of their contract with the new employer.
- 7.7 Upon receipt of a written request, the NRRF will consider extending the time to complete the 12 month return of service commitment or grant temporary absences for reasons such as pregnancy or health related matters.
- 7.8 The amount of the Personal Care Home Grant will be forgiven after the return of service commitment has been completed.
- 7.9 When conditions warrant, the employer may offer the new graduate two positions with individual EFTs of less than 0.6 but the combination greater than 0.6 EFT to meet the eligibility criteria for the Personal Care Home Grant.
- 7.10 Casual positions and those of less than 0.6 EFT do not qualify.
- 7.11 Requests for funding and the required documentation are to be submitted within 6 months of employment commencement in an approved personal care home in Manitoba to the Facilitator of the NRRF at 1043A-300 Carlton Street, Winnipeg, MB, R3B 3M9.
- 7.12 An evaluation of the Personal Care Home Grant program will be undertaken to determine program impact and effectiveness after 1 year. The evaluation and policy will be reviewed by the NRRF Committee at that time.

8.0 Policy Documents (Appendix)

- 8.1 Employer Verification of Incomplete Service Agreement Form
- 8.2 Personal Care Home Grant Application Form