

## Nurses Recruitment and Retention Fund (NRRF)

	Policy Category/Number	<b>NRRF No. 8</b>
POLICY TITLE	Date Approved	<b>July 2004</b>
<b>CONDITIONAL GRANT</b>	Applicable to	<b>Manitoba RN/RN(EP)/RPN Graduates</b>
Branch/Division	Review Date	March 2008
<b>Workforce Policy &amp; Planning</b>	Date Revised	April 2005, March 2007
Responsible Authority	Page # of #	<b>1 of 4</b>
<b>NRRF Committee</b>		

### 1.0 POLICY STATEMENT

Established in 1999, 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 retain new graduates, the NRRF supports the use of funding for eligible Registered Nurses (RN) and Registered Psychiatric Nurses (RPN) willing to relocate to rural and northern Manitoba.

### 2.0 BACKGROUND

Maintaining an adequate supply of nurses in rural and remote Manitoba has historically been problematic. Additionally, a goal of governments is to retain nurses in the provinces where they have been educated.

The Conditional Grant is a strategy to encourage new graduates to consider employment opportunities in rural and northern locations, as they enter the workforce. Experiences in rural and northern Manitoba provides unique and broad learning opportunities for new graduates as they consolidate skills gained in nursing education programs. The Conditional Grant Program also assists rural and northern employers and communities in addressing their health human resource challenges.

### 3.0 PURPOSE

- 3.1 To encourage new graduates from Registered Nurses and Registered Psychiatric Nurses programs to relocate to rural and northern communities in Manitoba for career opportunities.
- 3.2 To reduce the numbers of rural and northern vacancies.
- 3.3 To retain nursing graduates in Manitoba for a minimum period of one year.

### 4.0 DEFINITIONS

- 4.1 **Conditional Grant:** Financial assistance of \$4,000.00 for a return of service commitment in a rural or northern employment opportunity.
- 4.2 **Rural and Northern Manitoba:** All communities in Manitoba, other than Winnipeg or Brandon.
- 4.3 **Return of Service Commitment:** A written contract stating the employee's commitment to provide service in rural or Northern Manitoba for a minimum one year period of time, in return for the investment of the Conditional Grant by the NRRF.
- 4.4 **Employment Opportunity:** Written confirmation of employment in a permanent or temporary nursing position of 0.6 equivalent full time (EFT) or higher.

### 5.0 POLICY

**This policy applies to:**

- 5.1 **Eligible RNs and RPNs:**
  - 5.1.1 Graduated from a nursing education program in Manitoba after January 2004.
  - 5.1.2 Confirmed employment with an approved employer, in a permanent or term position that is at least one year in duration and 0.6 EFT or higher.
- 5.2 **Eligible employers:**
  - 5.2.1 Employers receiving public funds from the province of Manitoba. This includes but is not limited to Manitoba Health and the Regional Health Authorities (RHAs). Private for profit agencies are not eligible.

### 6.0 STANDARDS

- 6.1. **Nurses Responsibilities**
  - 6.1.1 The nurse is responsible for review of the terms and conditions of the Conditional Grant, and upon acceptance, compliance with these terms and conditions.
  - 6.1.2 The nurse must be within 6 months of initial registration as an RN or RPN.
  - 6.1.3 The nurse must secure employment with an approved employer in a permanent or term position, of 0.6 EFT or more, for a minimum of 12 months duration.
  - 6.1.4 The nurse must sign a return of service commitment, and if conditions of the service commitment are not fulfilled, the recipient agrees to repay Manitoba Health the amount of the Conditional Grant.
  - 6.1.5 The nurse must submit requests for funding along with the required documentation, to the Facilitator of the NRRF within 6 months of registration as an RN or RPN.

## **6.2 Employer Responsibilities**

- 6.2.1 The employer will be responsible for securing a permanent or term nursing position, at 0.6 EFT or more, filled for a minimum of a one year return of service commitment within their organization.
- 6.2.2 The employer will be responsible for providing eligible employees with the information contained within this policy.
- 6.2.3 The employer will be responsible for retaining complete records for each employee who receives a Conditional Grant from the NRRF.
- 6.2.4 The employer will be responsible for notifying the NRRF if the 1 year service commitment is not fulfilled, by the completion of the Employer Verification of Incomplete Service Agreement Form (Appendix 8.2).

## **6.3 NRRF Responsibilities**

- 6.3.1 The Facilitator of the NRRF will review all requests for the Conditional 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.
- 6.3.6 Annual reports will include:
  - Name of organization/RHA
  - Employee Professional designation
  - Position filled (minimum 1 year permanent/temporary and EFT)
  - Clinical area
  - Relocated to
  - Repayment received (where applicable)

## **7.0 PROCEDURES**

- 7.1 The NRRF reviews allocations annually for the purposes of supporting the Conditional Grant program.
- 7.2 Nurses meeting the eligibility criteria are entitled to apply to the NRRF for a Conditional Grant in the amount of \$4,000.00 (Appendix 8.1: Conditional Grant Application Form)
- 7.3 The nurse must provide documentation of the confirmed permanent or temporary nursing position with an approved rural or northern employer which is at least one year in duration and 0.6 EFT or higher.
- 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).
- 7.5 Proof of registration must be provided once the graduate nurse becomes registered in Manitoba.
- 7.6 Requests for funding and the required documentation are to be submitted within 6 months of initial registration to the Facilitator of the NRRF at 1043A-300 Carlton Street, Winnipeg, MB R3B 3M9.
- 7.7 Casual positions and those of less than 0.6 EFT do not qualify.
- 7.8 Nurses employed by private for profit agencies are not eligible for the Conditional Grant.

- 7.9 Applicants who change employers within their one year term of service but maintain their eligibility for the Conditional 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.
- 7.10 In writing, the NRRF will consider extending the time to complete the 12 month return of service commitment, or grant temporary absences for pregnancy or health related matters.
- 7.11 The amount of the Conditional Grant will be forgiven after the return of service commitment has been completed.
- 7.12 An evaluation of the Conditional 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 Conditional Grant Application Form
- 8.2 Employer Verification of Incomplete Service Agreement Form