

## Nurses Recruitment and Retention Fund (NRRF)

	<b>Policy Category/Number</b>	<b>NRRF No.5</b>
<b>Policy Title</b>	<b>Date Approved</b>	<b>August 2, 2002</b>
Continuing Education	<b>Applicable to</b>	<b>Manitoba RNs, RN(EP)s, RPNs, and LPNs</b>
<b>Branch/Division</b>	<b>Review Date</b>	<b>April 2005</b>
Workforce Policy & Planning Health Workforce	<b>Date Revised</b>	<b>September 20, 2007</b>
<b>Responsible Authority</b>	<b>Page</b>	<b>1 of 4</b>
NRRF Committee		

### 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 Nurses Extended Practice RN(EP), Registered Psychiatric Nurses (RPN), and Licensed Practical Nurses (LPN) in Manitoba.

As a strategy to retain nurses in the Manitoba workforce, the NRRF supports the use of Continuing Education Funding, provided to the Regional Health Authorities (RHAs) and managed by Regional Continuing Education Committees.

### 2.0 BACKGROUND

A shortage of qualified nurses has been well substantiated. Subsequently, across the country employers have had increasing difficulty filling positions. (1)To offset issues of inadequate supply, the majority of governments have initiated strategies for recruitment and retention (2). One strategy for retaining nurses in the workforce is through the provision of opportunities for continuing education. The funding of Continuing Education activities contributes to the ongoing personal and professional development of eligible Registered Nurses (RN), Registered Nurses Extended Practice RN(EP), Registered Psychiatric Nurses (RPN), and Licensed Practical Nurses (LPN).

### 3.0 PURPOSE

3.1 To retain nurses in the Manitoba nursing workforce.

## 4.0 DEFINITIONS

- 4.1 **Continuing Education:** Learning activities organized by the nurse, a facility, agency, or an educational institute; and undertaken by the Registered Nurse (RN), Registered Psychiatric Nurse (RPN), or Licensed Practical Nurse (LPN), to enhance competencies.
- 4.2 **Regional Continuing Education Committee:** Local committees with representation from direct-care nurses and nurses from regional bargaining units, that are responsible for obtaining and disseminating continuing education funds provided by the NRRF. Charges to the composition of the Regional Continuing Education Committee shall be submitted to the Nurses Recruitment and Retention Fund Committee for approval.

## 5.0 POLICY

**This policy applies to:**

- 5.1 **Eligible RNs, RN(EP)s, RPNs, LPNs:** Nurses working as direct caregivers or first level managers.

## 6.0 STANDARDS

### 6.1. Nurse Responsibilities

- 6.1.1 The nurse is responsible for reviewing the terms and conditions of the Continuing Education funding.
- 6.1.2 The nurse is responsible for an awareness of the role and functioning of their Regional Continuing Education Committee.
- 6.1.3 The nurse must forward applications for continuing education funding directly to their Regional Continuing Education Committee.

### 6.2 Regional Health Authority (RHA) Responsibilities

- 6.2.1 The RHA is responsible for providing eligible nurses with the information contained within this policy.
- 6.2.2 The RHA is responsible for facilitating the administration of the Continuing Education Funding, in accordance with this policy.
- 6.2.3 The RHA is responsible for facilitating Regional Continuing Education Committees that are accountable for monitoring the Continuing Education funding in accordance with this policy.
- 6.2.4 The RHA is responsible for retaining records of nurses receiving Continuing Education funds from the NRRF.
- 6.2.5 The RHA is responsible for the submission of quarterly reports outlining the activities of the Regional Continuing Education Committee, and use of allocated funds.
- 6.2.7 The RHA is responsible for submitting quarterly reports regardless of whether the previous quarter's funding has been fully utilized. **Note:** The NRRF has the authority to withhold future RHA funding allocations based on failure to submit quarterly reports.
- 6.2.8 Reports are due within 30 days of the end of each quarter, based on the fiscal year (April 30, July 31, October 31 and January 31).
- 6.2.9 Reports can be completed using the Continuing Education Quarterly Reporting Template (Appendix B&C).

The Continuing Education Quarterly Reports should include:

- Name of facility
- Type of programs
- Number of employees attending and professional designations (RN, RN(EP), RPN, LPN)
- Costs per person – amount/description
- Length of programs
- Other information pertinent in fully describing the activities
- Summary of outcomes

### **6.3 NRRF Responsibilities**

- 6.3.1 The Facilitator of the NRRF will review all requests for Continuing Education funding from Regional Continuing Education Committees, and provide funds in accordance with this policy.
- 6.3.2 The Facilitator will defer to the NRRF Committee for final approval or denial, if the amount of the Continuing Education funding is unusually large, outside of policy guidelines, or based on special circumstances.
- 6.3.3 The Facilitator of the NRRF will advise RHAs of their spending limit at the start of each fiscal year via letter.
- 6.3.4 The Facilitator will maintain an account of Continuing Education allocations.
- 6.3.5 The NRRF committee will review quarterly reports and ensure timely reimbursement of RHA continuing education costs, to a maximum of the total funding available for each RHA, outlined as per 6.3.3.
- 6.3.6 The Facilitator of the NRRF will be responsible for collating the information provided by RHAs through the quarterly reporting process, and the development of an annual report based on that information.

## **7.0 PROCEDURES**

- 7.1 The NRRF reviews allocations annually for the purposes of supporting RHA Continuing Education initiatives.
- 7.2 NRRF funding for Continuing Education is over and above educational allowances provided within the collective agreement.
- 7.3 The NRRF committee will be responsible for determining an annual approved spending limit for each RHA.
- 7.4 All applications for NRRF Continuing Education funding must come from the Regional Continuing Education Committees
- 7.5 Direct-care nurses must be included in the administration, priority setting and decision making process for continuing education funding at the regional level. Nurses appointed by the regional bargaining units must also be included.
- 7.6 The Regional Continuing Education Committees can submit requests for funding to the Facilitator of the NRRF at 1043A-300 Carlton Street, Winnipeg, MB R3B 3M9.
- 7.7 Membership of the Regional Continuing Education Committees is to be submitted to the NRRF facilitator annually by April 30 (Continuing Education Regional Committee Membership Form - Appendix A).
- 7.8 Changes to the composition of the Regional Continuing Education Committees must be submitted to the NRRF Committee for approval.
- 7.9 One quarter (25%) of the region's allocated funding will be forwarded upon approval of quarterly reports.
- 7.10 Requests for further funding from each region's allocation shall be submitted as each quarterly allocation is utilized.

- 7.12 Funding may include short-term (up to 14 days) salary replacement.
- 7.13 Funding will not be used for long term (more than 14 days) salary replacement, payment, or other dues.

**8.0 POLICY DOCUMENTS (APPENDIX)**

- 8.1 Continuing Education Regional Committee Membership Form (Appendix A)
- 8.2 Continuing Education Quarterly Financial Reporting Template (Appendix B)
- 8.3 Continuing Education Quarterly Detailed Financial Reporting Template (Appendix C)