



Policy Title: Conditional Grant Policy (Rural & Northern Manitoba)

Responsibility Authority: Nurses Recruitment and Retention Fund (NRRF)

Applicable to: NP, RN, RPN, and LPN Graduates

Approved Date: July 2004

Review Date: January 2013

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Revised Date: July 24, 2023

Next Review Date: April 2028

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 Nurse Practitioners (NPs), Registered Nurses (RNs), Registered Psychiatric Nurses (RPNs), and Licensed Practical Nurses (LPNs) in Manitoba.

In 2022, the management and oversight of the NRRF funds were transferred to the Patient Care Optimization Committee (PCOC). The administration of the NRRF will be managed by the Manitoba Healthcare Providers Network.

To retain new graduates, the NRRF supports the use of funding for eligible NPs, RNs, RPNs, and LPNs willing to relocate to rural and northern Manitoba, for a return of service agreement.

To retain new graduates willing to relocate to work in personal care homes in rural and northern Manitoba, the NRRF supports the allocation of funding to eligible RNs, RPNs, and LPNs for a return of service agreement.

2.0 BACKGROUND

Nurses constitute approximately 2/3 of health care professionals across Canada. Therefore, nurses play integral roles in promoting and maintaining a system of health care which addresses the needs of populations, ensures equitable high quality care, and fosters the support and confidence of the public.

Maintaining an adequate supply of nurses in rural and northern Manitoba has historically been problematic. Additionally, a goal of government is to retain nurses in the province 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 NP, RN, RPN, and LPN programs to obtain employment in rural and northern communities in Manitoba.
- 3.2 To reduce the numbers of RN, RPN, and LPN vacancies in personal care homes in rural and northern Manitoba.
- 3.3 To reduce the numbers of rural and northern vacancies.
- 3.4 To retain nursing graduates in Manitoba for a minimum period of one year.

4.0 DEFINITIONS

4.1 Conditional Grant:

There are two types of Conditional Grants:

4.1.1 Financial Assistance of \$4,000 for NPs, RNs, RPNs, and LPNs for a return of service agreement in a rural or northern employment opportunity; **OR**

4.1.2 Financial assistance of \$8,000 for RNs, RPNs, and LPNs for a return of service agreement to work in a personal care home in rural or northern Manitoba.

4.2 Rural and Northern Manitoba: All communities in Manitoba, other than Winnipeg or Brandon.

4.3 Personal Care Home: A provincially licensed proprietary or non-proprietary personal care home.

4.4 Return of Service Agreement (ROSA):

4.4.1 A written contract stating the nurse'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 \$4,000 Conditional Grant by the NRRF. The ROSA period will be extended by the full term of any leave of absence which is four (4) weeks or greater.

4.4.2 A written contract stating the nurse's commitment to provide service in a personal care home in rural or northern Manitoba for a minimum one-year period of time, in return for the investment of the \$8,000 Conditional Grant by the NRRF. The ROSA period will be extended by the full term of any leave of absence which is four (4) weeks or greater.

4.5 Employment Opportunity: Written confirmation of employment in a permanent or

temporary nursing position of 0.6 equivalent full time (EFT) or higher for a period of one year or longer.

- 4.6 Nursing Education program: Initial Manitoba education program to become a licensed nurse. This does not include nurse re-entry, nursing refresher or internationally educated nurse (IEN) bridging programs.
- 4.7 Initial Registration: The first time a person registers as a licensed nurse with the respective regulatory college following completion of the initial Manitoba nursing education program.

5.0 POLICY

This policy applies to:

- 5.1 Subject to 4.1 and 4.4, eligible NPs, RNs, RPNs, and LPNs
 - 5.1.1 Graduated from a nursing education program in Manitoba.
 - 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. This includes multiple permanent or term positions for a duration of one year or longer where the combined EFT is 0.6 EFT or higher. **This excludes ALL terms that are under one year in length, indefinite terms, and casual employment.**
- 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) Cancer Care Manitoba and Shared Health. Private for-profit agencies are not eligible.

6.0 CORE SUPPORTING DOCUMENTS: Standards and Procedures

- 6.1 Standard
 - 6.1.1 Nurses Responsibilities
 - 6.1.1.1 The nurse is responsible for reviewing of the terms and conditions of the Conditional Grant, and upon acceptance, compliance with these terms and conditions.
 - 6.1.1.2 Subject to 4.1 and 4.4, the nurse must be within six(6) months of initial registration as a RN, RPN, or LPN. Nurses have the option to apply for a Conditional Grant while working as a graduate nurse or may choose to apply once the nurse becomes licensed as a RN, RPN or LPN. However, the Conditional Grant application must be received within six (6) months of initial registration as a RN, RPN, or LPN.
 - 6.1.1.3 The nurse must secure employment with an approved employer in a permanent or term position, of 0.6 EFT or higher, for a minimum of one

year. This excludes ALL terms that are under 1 year in length, indefinite terms and casual employment.

6.1.1.4 The nurse must sign a return of service agreement, and if conditions of the service agreement are not fulfilled, the nurse agrees to repay PCOC the amount of the Conditional Grant.

6.1.1.5 Subject to 4.1 and 4.4, the nurse must submit requests for funding along with the required documentation to the Facilitator of the NRRF within six(6) months of registration as a RN, RPN, or LPN, or in accordance with 6.1.1.2.

6.1.2 Employer Responsibilities

6.1.2.1 The employer will be responsible for reviewing the terms and conditions of the Conditional Grant policy and compliance with the terms and conditions.

6.1.2.2 The employer will be responsible for confirming a permanent or term nursing position at 0.6 EFT or higher for a minimum of one year within their organization.

6.1.2.3 The employer will be responsible for retaining complete records for each nurse who receives a Conditional Grant from the NRRF.

6.1.2.4 The employer will be responsible for notifying the NRRF if the one-year service agreement is not fulfilled, by the completion of the Employer Verification of Incomplete Service Agreement Form (Appendix 7.2).

6.1.3 NRRF Responsibilities:

6.1.3.1 The Facilitator of the NRRF will review all requests for the Conditional Grant and approve applications in accordance with this policy.

6.1.3.2 The Facilitator will defer to the PCOC Committee for final approval or denial, if the application is outside of policy guidelines, or based on special circumstances.

6.1.3.3 The Facilitator of the NRRF will advise individuals of the status of their application via letter.

6.1.3.4 The Facilitator will maintain an account of approvals.

6.1.3.5 The NRRF will provide a public report annually.

6.2 Procedures

6.2.1 The NRRF reviews allocations annually for the purposes of supporting the Conditional Grant program.

6.2.2 Nurses meeting the eligibility criteria are entitled to apply to the NRRF for a Conditional Grant:

- 6.2.2.1 In the amount of \$4,000 if relocating to rural or northern Manitoba (Appendix 7.1: Conditional Grant Application Form).
- 6.2.2.2 In the amount of \$8,000 if relocating to work in a personal care home in rural or northern Manitoba (Appendix 7.1: Conditional Grant Application Form).
- 6.2.3 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. This excludes ALL terms that are under 1 year in length, indefinite terms, and casual employment.
- 6.2.4 The nurse must provide proof of registration with the College of Registered Nurses of Manitoba (CRNM), the College of Registered Psychiatric Nurses of Manitoba (CRPNM), or the College of Licensed Practical Nurses of Manitoba (CLPNM),.
- 6.2.5 Proof of registration must be provided once the graduate nurse becomes registered in Manitoba.
- 6.2.6 Requests for funding and the required documentation are to be submitted within six (6) months of initial registration to the Facilitator of the NRRF at 1502-155 Carlton Street, Winnipeg, MB R3C 3H8 or nrrf@sharedhealthmb.ca.
- 6.2.7 Nurses employed by private for-profit agencies are not eligible for the Conditional Grant.
- 6.2.8 Nurses 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 agreement signed by the new employer. The nurse must fulfill the remainder of their contract with the new employer. The ROSA period would be extended the full term of a leave of absence of four (4) weeks or greater.
- 6.2.9 The Conditional Grant can be received combined and in conjunction with other financial assistance from NRRF. However, the return of service for any combination of grants will be consecutive.
- 6.2.10 Upon receipt of a written request, the NRRF will consider extending the time to complete the one-year return of service agreement, or grant temporary absences. The PCOC Committee will examine each request based on individual circumstance.
- 6.2.11 The amount of the Conditional Grant will be forgiven after the return of service agreement has been completed.

7.0 POLICY DOCUMENTS (APPENDIX)

- 7.01 Conditional Grant Application Form
- 7.02 Employer Verification of Incomplete Service Agreement Form