



Policy Title: Personal Care Home Grant Policy

Responsibility Authority: Nurses Recruitment & Retention Fund (NRRF) Committee

Applicable to: All Publicly Funded PCH's

Approved Date: January 2008

Review Date: January 2013

Revised Date: July 24, 2023

Next Review Date: January 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 Registered Nurses (RNs), Nurse Practitioners (NPs), 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 recruit nurses to work in personal care homes, the NRRF supports the allocation of funding to eligible RNs, NPs, RPNs, and LPNs for a return of service agreement.

2.0 BACKGROUND

Nurses constitute approximately 2/3 of health care professionals across Canada. 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.

3.0 PURPOSE

3.1 To encourage RNs, NPs, RPNs, and LPNs to work in personal care homes in Manitoba.

3.2 To reduce the numbers of nursing vacancies in personal care homes.

4.0 DEFINITIONS

4.1 Personal Care Home Grant: Financial assistance of \$4,000.00 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 Agreement (ROSA): A written contract stating the nurse's agreement 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 payment of the Personal Care Home 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.

5.0 POLICY

Nurses on a one-time only basis shall be eligible for financial assistance as outlined in 4.1.1 or 4.1.2 for a return of service agreement to work in an approved personal care home in Manitoba.

5.1 Eligibility Criteria for Nurses:

5.1.1 Nurses (RNs, NPs, 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/transferred to the personal care home, and have not been employed in any personal care home as a nurse in a permanent or term position in the six (6) months prior to the grant application. Indefinite terms do not count as previous employment within the same PCH if a permanent or term position is secured within six (6) months of starting at the facility.

5.1.3 Confirmed employment as a direct caregiver by an approved employer in a permanent or term position for a duration of at least one year 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.**

5.1.4 Acceptance of and compliance with the conditions of a return of service agreement of one year.

5.2 Eligibility Criteria for Employers:

5.2.1 Personal care homes that are licensed by the province of Manitoba. Private for-profit agencies are not eligible.

6.0 CORE SUPPORTING DOCUMENTS: Standards, Procedures

6.1 Standards

6.1.1 Nurses Responsibilities:

6.1.1.1 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.

6.1.1.2 The nurse must confirm employment with an approved employer in a position of 0.6 EFT or higher for a minimum duration of one year in a personal care home. This excludes ALL terms that are under 1 year in length, indefinite terms, and casual employment.

6.1.1.3 The nurse must sign a return of service agreement, and if conditions of the service agreement are not fulfilled, the nurse must agree to repay the amount of the Personal Care Home Grant.

6.1.2 Employer Responsibilities:

6.1.2.1 The employer will be responsible for reviewing the terms and conditions of the

Personal Care Home Grant and compliance with the term and conditions.

6.1.2.2 The employer will be responsible for confirming a permanent or term nursing position of 0.6 EFT or higher, for a minimum of one year within in a personal care home.

6.1.2.3 The employer will be responsible for retaining complete records for each nurse who received a Personal Care Home Grant from the NRRF.

6.1.2.4 The employer will be responsible for notifying the NRRF if the service agreement is not fulfilled, by the completion of the Employer Verification of Incomplete Service Agreement Form (Appendix 7.1).

6.1.3 NRRF Responsibilities:

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

6.1.3.2 The Facilitator will defer to the PCOC Committee for final approval or denial, if the application is outside the 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:

6.1.4 The PCOC reviews allocations annually for the purpose of supporting the Personal Care Home Grant program.

6.1.5 Nurses meeting the eligibility criteria are entitled to apply to the NRRF for a Personal Care Home Grant in the amount identified in 4.1 above (Appendix 7.2: Personal Care Home Grant Application).

6.1.6 The nurse must provide documentation of the confirmed permanent or term nursing position with an approved employer, which is at least one year in duration and 0.6 EFT or higher in a personal care home in Manitoba. **Indefinite terms or casual employment are excluded from being eligible.**

6.1.7 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).

6.1.8 For Graduate Nurses: Nurses have the option to apply for the Personal Care Home 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 Personal Care Home Grant application must be received within six (6) months of initial registration as a RN, RPN, NP or LPN. If applying as a Graduate Nurse, 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 a RN, RPN, NP or LPN must be forwarded to the Facilitator of the NRRF when received.

6.1.9 Nurses who change employers within the one-year return of service agreement but maintain eligibility for the Personal Care Home 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 will be extended the full term of a leave of absences of four (4) weeks or greater.

6.1.10 Upon receipt of a written request, the PCOC will consider extending the time to complete the one-year return of service agreement or grant temporary absences.

6.1.11 The amount of the Personal Care Home Grant will be forgiven after the return of service agreement has been completed.

6.1.12 The Personal Care Home 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.

6.1.13 Requests for funding and the required documentation are to be submitted within six (6) months of employment commencement, in an approved personal care home in Manitoba, to the Facilitator of the NRRF at 1502-155 Carlton Street, Winnipeg, MB R3C 3H8 or nrrf@sharedhealthmb.ca.

7.0 POLICY DOCUMENTS (APPENDIX)

7.1 Employer Verification of Incomplete Service Agreement Form

7.2 Personal Care Home Grant Application Form