Policy Title:	**Bilingual/French Requirement Nursing Position Grant**	**Applicable to:**	All Health Authorities
		Approved Date:	March 15, 2012
Responsibility Authority:	Nurses Recruitment & Retention Fund (NRRF) Committee	**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), Registered Psychiatric Nurses (RPNs), Licensed Practical Nurses (LPNs), or Nurse Practitioners (NPs) 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 a recognized bilingual/ Francophone facility or program.

2.0 BACKGROUND

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 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.

An incentive for bilingual/Francophone nurses will underscore the importance of French language services, support to nursing staff, help eliminate barriers to professional practice and enhance quality and patient safety. This grant will support bilingual/Francophone nurses to work to the best of their abilities, enabling them to further contribute to improving access to French language health services in Manitoba and to better the needs of the province's Francophone individuals and communities.

In response to a need for bilingual/Francophone nurses, NRRF established a grant to assist in addressing the workforce requirements and population needs.

3.0 PURPOSE

3.1 To encourage RNs, RPNs, LPNs, and NPs to work in positions where bilingualism/French language is a requirement in Manitoba.

3.2 To improve access to French language services for patients, clients, and residents.

4.0 DEFINITIONS

4.1 Bilingual/French Requirement Nursing Position Grant: Financial assistance of $3,000.00 for a return of service agreement to work in a position where bilingualism/French language is a hiring requirement.

4.2 Bilingualism/French Language Requirement Position: A nursing position where bilingualism/French language proficiency is a job qualification which provides French Language Services to a patient, resident, or client in French. This includes bilingual and Francophone positions where there are service agreements.

4.3 Return of Service Agreement (ROSA): A written contract stating the nurse's agreement to provide service in a position of 0.6 equivalent full-time (EFT) or higher where bilingualism/French language is a requirement, for a minimum of one year in return for the payment of the Bilingual/French Requirement Nursing Position 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 of $3,000.00 for a return of service agreement to work in a position where bilingualism/French language is a hiring requirement in Manitoba.

5.1 Eligibility Criteria for Bilingual/Francophone Nurses:

5.1.1 Bilingual/Francophone Nurses (RNs, RPNs, LPNs, or NPs) 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 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.**

5.1.3 Bilingual/Francophone nurses must be newly hired/transferred in a 0.6 EFT or higher position where bilingualism/French language proficiency is a requirement and have not been employed in any such position in the six (6) months prior to the grant application.

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 Recognized bilingual or Francophone organization in the province of Manitoba receiving public funds from the province of Manitoba` This includes but is not limited to Manitoba Health, 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 Nurses Responsibilities:

6.1.1 The nurse is responsible for reviewing the terms and conditions of the Bilingual/French Requirement Nursing Position 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 higher, for a minimum duration of one year in a position where

bilingualism/French language proficiency is a requirement. . This includes multiple permanent or term positions for a duration of one year or longer where the combined EFT is 0.6 or higher. This excludes ALL terms that are under 1 year in length, indefinite terms, and casual employment.

6.1.3 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 Bilingual/French Requirement Nursing Position Grant.

6.2 Employer Responsibilities:

6.2.1 The employer will be responsible for reviewing the terms and conditions of the Bilingual/French Requirement Nursing Position Grant policy and compliance with the terms and conditions.

6.2.2 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 in a position where bilingualism/French language proficiency is a requirement within their organization.

6.2.3 The employer will be responsible for providing documentation to NRRF and retaining complete records for each employee who received the Bilingual/ French Requirement Nursing Position Grant from the NRRF.

6.2.4 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 8.0)

6.3 NRRF Responsibilities:

6.3.1 The Facilitator of the NRRF will review all requests for the Bilingual/French Requirement Nursing Position Grant and approve applications in accordance with this policy.

6.3.2 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.

6.3.3 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 provide a public report annually.

7.0 Procedures

7.1.1 The PCOC reviews allocations annually for the purpose of supporting the Bilingual/French Requirement Nursing Position Grant program.

7.1.2 Nurses meeting the eligibility criteria are entitled to apply to the NRRF for a Bilingual/ French Requirement Nursing Position Grant in the amount of $3,000.00 (Appendix 8.2: the Bilingual/French Requirement Nursing Position Grant Application).

7.1.3 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 position where bilingualism/French language proficiency is a requirement in Manitoba. This excludes ALL terms that are under 1 year in length, indefinite terms, and casual employment.

7.1.4 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 of Manitoba (CLPNM).

7.1.5 For Graduate Nurses: Nurses have the option to apply for the Bilingual/French Requirement Nursing Position Grant program while working as a Graduate Nurse or may choose to apply once the nurse becomes licensed as a RN, RPN or LPN. However, the Bilingual/French Requirement Nursing Position Grant program application must be received within six (6) months of initial registration as a RN, RPN, LPN, or NP. If applying as a Graduate Nurse, approval from the regulatory College to practice as a Graduate Nurse must be submitted with the Bilingual/French Requirement Nursing Position Grant application form. Documentation of registration as a RN, RPN or LPN must be forwarded to the Facilitator of the NRRF when received.

7.1.6 Nurses who change employers within the one-year return of service agreement but maintain eligibility for the Bilingual/French Requirement Nursing Position 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.

7.1.7 Bilingual/French Requirement Nursing Position Grant can be received combined and in conjunction with other financial assistance from NRRF. However, the return of service agreement for any combination of grants will be consecutive.

7.1.8 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 NRRF Committee will examine each request based on individual circumstances.

7.1.9 The amount of the Bilingual/French Requirement Nursing Position Grant will be forgiven after the return of service agreement has been completed.

7.1.10 Requests for funding and the required documentation are to be submitted within six (6) months of commencement in a position where bilingualism/French language proficiency is a requirement, to the Facilitator of the NRRF at 1502-155 Carlton Street, Winnipeg, MB R3C 3H8 or nrrf@sharehealthmb.ca.

8.0 POLICY DOCUMENTS (APPENDIX)

8.1 Employer Verification of Incomplete Service Agreement Form

8.2 Bilingual/French Requirement Nursing Position Grant Application Form