



Policy Title:	Discover Health Careers (DHC) Program Policy	Applicable to:	All DHC Employers
Responsibility Authority:	Health Care Retention & Recruitment Office (HCRRO)	Approved Date:	December 2025
		Review Date:	December 2026

1.0 Policy Statement

1.1 Manitoba’s Health Care Retention & Recruitment Office (HCRRO) facilitates the Discover Health Careers (DHC) program (formally known as Home for the Summer). The program is geared to early recruitment of health care students to Manitoba practice sites. HCRRO provides Service Delivery Organizations (SDOs) and other health care employers with a financial incentive to create summer positions for students who meet the following criteria:

- 1..1 The student is a resident of or maintains a significant connection to Manitoba.
- 1..2 The student is currently enrolled in a health care training program (medicine, nursing or allied health) that is a current or future health human resource need for the employer.
- 1..3 The student’s position will be an educational and paid work placement that exposes the student to health professionals in a clinical environment in the discipline in which they are training.
- 1..4 The student will receive clinical exposure and be required to complete a project that is of benefit to the region as well as to the student's development as a future health care professional.
- 1..5 The program will be 4 to 10 weeks in length.
 - 1..5.1 For nursing and allied health students: 50% of the employment costs will be funded by HCRRO and 50% through the host region or site.
 - 1..5.2 For medical students: 60% of the employment costs will be funded by the HCRRO and 40% through the host region or site.



2.0 Background

HCRRO is responsible to assist in the recruitment and retention of health care professionals to Manitoba. This responsibility is undertaken through a variety of initiatives that focus primarily on:

- Students in health care training programs in Manitoba’s educational institutions.
- Students studying outside of Manitoba who are originally from Manitoba.

Research supports that students from and/or with a connection to Manitoba are more likely to select these practice sites after graduation. This likelihood increases with additional exposures to Manitoba practice sites while they are in their educational programs.

The DHC Program was developed to connect students from Manitoba who are enrolled in medicine, nursing, or allied health post-secondary educational programs to the professional environment in their home province.

3.0 Purpose

- To encourage Manitoba students who are enrolled in medicine, nursing, or allied health post-secondary educational programs to take summer positions in areas of high recruitment need.
- To provide Manitoba health care employers with a platform to engage Manitoba students who are enrolled in medicine, nursing, or allied health post-secondary educational programs.
- To increase the recruitment of new medicine, nursing, and allied health graduates to locations of high need.

4.0 Definitions

- Discover Health Careers: paid summer employment program for medical, nursing, and allied health students.
- Employers: Manitoba SDOs and private clinics

5.0 Policy



Students currently enrolled in a Manitoba educational institution or students studying outside of Manitoba who are originally from Manitoba are eligible to apply for a DHC position.

- 5..1 Eligibility Criteria for students
 - 5..1.1 Students who are enrolled in medicine, nursing, or allied health post-secondary educational programs.
 - 5..1.2 Students can apply and be accepted into the program more than once, i.e. over multiple years.
- 5..2 Eligibility criteria for employers
 - 5..2.1 All Manitoba SDOs.
 - 5..2.2 Private medical clinics

6.0 Core Supporting Documents: Standards, Procedures

- Standards:
 - 6..1 Student Responsibilities
 - 6..1.1 The student will comply with all hiring requirements and the terms and conditions of employment once hired.
 - 6..2 Employer Responsibilities
 - 6..2.1 The employer will identify summer positions and fill those positions with eligible students under the timelines set out in section 7.0.
 - 6..2.2 The employer will provide all required documentation to HCRRO under the timelines set out in section 7.0.
 - 6..2.3 The employer will be responsible for maintaining all employment records.
 - 6..3 HCRRO Responsibilities
 - 6..3.1 HCRRO will promote the DHC program and receive initial applications from students.
 - 6..3.2 HCRRO will distribute student applications that meet the program criteria to employers for consideration.



7.0 Procedures

- 7..1 Employers will request DHC summer positions utilizing the DHC Request Form (Appendix A) by the 2ND Friday in March and earlier wherever possible. Requests will include the following:
 - 7..1.1 Position title and description.
 - 7..1.2 Position start and end dates and total weeks of the summer position.
 - 7..1.3 Position salary and any related expenses. Eligible expenses may include accommodation costs where required (must be included in the Request Form)
 - 7..1.4 Identification of other funding source(s) and the amount(s) that are received by the employer to support the position. This applies to non-SDO funding sources received by the employer.
 - 7..1.5 Type of student the position is targeting, e.g. nursing, pharmacy, etc.
 - 7..1.6 Position location.
 - 7..1.7 Type of project the student will work on.
- 7..2 HCRRO will respond to employer requests no later than the 4th Friday in March.
- 7..3 Employers will utilize their regular hiring process to advertise positions and screen applicants.
- 7..4 HCRRO will promote the DHC program throughout the academic year and will provide applications that meet program criteria to employers as they are received. Employers will inform ALL applicants of their specific hiring process and requirements once the list of students has been sent to them.
- 7..5 Employers will provide the DHC New Hire Form (Appendix B) to HCRRO by the 3rd Friday in May and earlier wherever possible. Details will include:
 - 7..5.1 Student name.
 - 7..5.2 Student phone number.
 - 7..5.3 Student email address.
 - 7..5.4 Student Training Program.
 - 7..5.5 Training program year completed.
 - 7..5.6 Position start and end dates.
 - 7..5.7 Number of weeks to be worked.
 - 7..5.8 Position hourly wage.



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- 7..5.9 Consent form to use the student name and image for the future promotion of the HFTS program.
 - 7..6 At the conclusion of the program, employers will provide the DHC Final Report (Appendix C) to HCRRO which will include the following:
 - 7..6.1 A copy of each student's payroll summary together with an invoice to HCRRO in accordance with paragraph 6..3 above by the last business day in October. **All invoices must have the following description "20__ Discover Health Careers Student Employment"** Reimbursement of any other expenses must be pre-approved by HCRRO in order to be eligible for reimbursement.
 - 7..6.2 The invoice must be submitted by the last business day of October. Failure to submit invoices within this time period may void the agreement and may result in financial support not being provided for the position.
 - 7..6.3 Funding reimbursement from the HCRRO will be based on the net cost to the employer after other funding sources (7..1.4) have been deducted from the employer's costs but will not exceed the maximum approved amount.