

<b>Policy Title:</b>	Home for the Summer (HFTS) Program Policy	<b>Applicable to:</b>	All HFTS Employers
<b>Responsibility Authority:</b>	Manitoba Health Care Providers Network (MHPN)	<b>Approved Date:</b>	October 2016
		<b>Review Date:</b>	December 2022
		<b>Revised Date:</b>	January 2023
		<b>Next Review Date:</b>	December 2023

## 1.0 Policy Statement

- 1.1 Manitoba Healthcare Provider Network (MHPN) created the Home for the Summer (HFTS) program in 2006 as the means by which to facilitate early recruitment of Manitoba students to rural/northern practice sites. The program has been expanded to include health human resource priority professions in Winnipeg. The MHPN 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 the region as defined by the employer.
  - 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 5 to 18 weeks in length.
    - 1..5.1 For nursing and allied health students: 50% of the employment costs will be funded by the MHPN and 50% through the host region or site.
    - 1..5.2 For medical students: 60% of the employment costs will be funded by the MHPN and 40% through the host region or site.

## 2.0 Background

The MHPN 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 rural/northern environments are more likely to select rural/northern practice sites. This likelihood increases with additional exposures to rural/northern practice sites while they are in their educational programs.

The HFTS Program was developed by the Office of Rural and Northern Health (now the MHPN) as a means to connect students from rural/northern Manitoba who are enrolled in medicine, nursing, or allied health post-secondary educational programs to the professional environment in their home community or region. The paid summer position is a mechanism to build professional connections onto their existing familial and social connections in rural/northern Manitoba.

With the migration of the Office of Rural and Northern Health to the MHPN and the expansion of its mandate to also include urban Manitoba, the HFTS program is now available to be used in Winnipeg for priority recruitment professions/positions.

### **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**

- Home for the Summer Program: paid summer employment program for medical, nursing, and allied health students.
- Employers: Manitoba SDOs and private clinics including physician clinics, dental clinics, and optometry 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 HFTS 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, dental and optometry 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 the MHPN under the timelines set out in section 7.0.
    - 6..2.3 The employer will be responsible for maintaining all employment records.
  - 6..3 MHPN Responsibilities
    - 6..3.1 The MHPN will promote the HFTS program and receive initial applications from students.
    - 6..3.2 The MHPN will distribute student applications that meet the program criteria to employers for consideration.
    - 6..3.3 The MHPN will maintain an annual record of all HFTS participants and provide annual reports to all participating employers.

## **7.0 Procedures**

- 7..1 Employers will request HFTS summer positions utilizing the HFTS Request Form (Appendix A) by the 2<sup>ND</sup> 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 will include accommodation costs where required and any travel expenses incurred by the student at the employer's request.

- 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 MHPN will respond to employer requests no later than the 4<sup>th</sup> Friday in March.
- 7..3 Employers will utilize their regular hiring process to advertise positions and screen applicants.
- 7..4 The MHPN will promote the HFTS program throughout the academic year and will provide applications that meet program criteria to employers as they are received. Employers will inform applicants of their specific hiring process and requirements.
- 7..5 Employers will provide the HFTS New Hire Form (Appendix B) to the MHPN by the 3<sup>rd</sup> 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.
  - 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 HFTS Final Report (Appendix C) to MHPN which will include the following:
  - 7..6.1 A summary of each students' HFTS experience including information about the student's project and how that will be used to improve patient/resident/client care.
  - 7..6.2 A copy of each student's payroll summary together with an invoice to MHPN in accordance with paragraph 6..2 above by the last business day in September. Reimbursement of any other expenses must be pre-approved by MHPN in order to be eligible for reimbursement.
  - 7..6.3 The invoice must be submitted within the calendar year in which the costs are incurred. 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..6.4 Funding reimbursement from the MHPN 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.
- 7..7 The MHPN will maintain records of all HFTS students and provide employers with annual reports.