



Policy Title:	Personal Care Home Grant Policy	Applicable to:	All Health Authorities
		Approved Date:	January 2008
Responsibility Authority:	Nurses Recruitment & Retention Fund (NRRF) Committee	Review Date:	January 2013
		Revised Date:	January 2013
		Next Review Date:	January 2022

1.0 POLICY STATEMENT

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 Nurses Extended Practice (RN(EP)s), Registered Psychiatric Nurses (RPNs), and Licensed Practical Nurses (LPNs) in Manitoba.

To recruit nurses to work in personal care homes, the NRRF supports the allocation of funding to eligible RNs, RN(EP)s, RPNs, and LPNs for a return of service commitment.

2.0 BACKGROUND

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.

In response to the proposed enhancements to the hours of direct care for residents in personal care homes, NRRF established a grant to assist in addressing the workforce requirements.

3.0 PURPOSE

3.1 To encourage RNs, RN(EP)s, RPNs, and LPNs to work in personal care homes in Manitoba.

3.2 To support the implementation of the enhancements to the hours of direct care in personal care homes by increasing the supply of nurses working in personal care homes.

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

4.0 DEFINITIONS

- 4.1 **Personal Care Home Grant:** Financial assistance of \$2,000 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 Commitment:** A written contract stating the employee's commitment 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 the investment of the Personal Care Home Grant by the NRRF.

5.0 POLICY

Nurses on a one-time only basis shall be eligible for financial assistance of \$2,000 for a return of service commitment to work in an approved personal care home in Manitoba.

5.1 Eligibility Criteria for Nurses:

- 5.1.1 Nurses (RNs, RN(EP)s, 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 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 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 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 commitment of 12 months.

5.2 Eligibility Criteria for Employers:

- 5.2.1 Personal care homes that are licensed by the province of Manitoba.

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 12 months in a personal care home. **Indefinite terms or casual employment are excluded from being eligible.**
- 6.1.1.3 The nurse must sign a return of service commitment, and if conditions of the service commitment are not fulfilled, the recipient 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 12 months within in a personal care home.
- 6.1.2.3** The employer will be responsible for retaining complete records for each employee 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 commitment 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 NRRF 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:

- 6.2.1** The NRRF reviews allocations annually for the purpose of supporting the Personal Care Home Grant program.
- 6.2.2** Nurses meeting the eligibility criteria are entitled to apply to the NRRF for a Personal Care Home Grant in the amount of \$2000.00 (Appendix 7.2: Personal Care Home Grant Application).
- 6.2.3** The nurse must provide documentation of the confirmed permanent or term nursing position with an approved employer, which is at least 12 months 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.
- 6.2.4** 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 (CLPNM).
- 6.2.5** 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 an RN, RPN or LPN. However, the Personal Care Home Grant application must be received within 6 months of initial registration as a RN, RPN 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 or LPN must be

forwarded to the Facilitator of the NRRF when received.

- 6.2.6** Applicants who change employers within the 12 month return of service commitment but maintain eligibility for the Personal Care Home Grant must submit a revised return of service commitment signed by the new employer. The employee must fulfill the remainder of their contract with the new employer.
- 6.2.7** Upon receipt of a written request, the NRRF will consider extending the time to complete the 12 month return of service commitment or grant temporary absences.
- 6.2.8** The amount of the Personal Care Home Grant will be forgiven after the return of service commitment has been completed.
- 6.2.9** 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.
- 6.2.10** Requests for funding and the required documentation are to be submitted within 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