



Policy Title:	Specialty Programs/Projects	Applicable to:	Manitoba RN, RN(EP), RPN, LPN Graduates
		Approved Date:	December 14, 2007
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

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

2.0 BACKGROUND

A shortage of qualified nurses has been well substantiated. Subsequently, employers have had increasing difficulty filling positions across the country. To offset issues of inadequate supply, the majority of governments have initiated strategies for recruitment and retention. The funding of Specialty Programs/Projects contributes to the ongoing recruitment and retention of eligible RNs, RN(EP)s, RPNs, and LPNs.

3.0 PURPOSE

3.1 The NRRF will support relevant specialty courses and programs that will prepare to enter or remain in specialty areas in Manitoba's health care system.

4.0 DEFINITIONS

4.1 Specialty Program/Project: A course or event that will prepare nurses to enter or remain in specialty nursing areas in Manitoba's health care system.

5.0 POLICY

This policy applies to:

5.1 Eligible RNs, RN-EPs, RPNs, LPNs: Nurses working as direct caregivers or first level manager.

- 5.2 Specialty Programs/Projects will support nurses to be employed in, or who will continue to work in, specialty areas.

6.0 ELIGIBILITY CRITERIA

- 6.1 In order to apply for specialty programs/project funding, the applicant must demonstrate the following:

- 6.1.1 There is an emerging or unanticipated need (supported by evidence) for the Specialty Program/Project.
- 6.1.2 The benefit of the Specialty Program/Project can be directly linked to the support of recruitment and/or retention of nurses.
- 6.1.3 The Specialty Program/Project will require one time funding only. Additional funding for similar projects will require a separate submission.
- 6.1.4 The Specialty Program/Project has not been funded in the past through operating budgets or other funding available to Regional Health Authorities, or the volume of participants exceeds the available funding.
- 6.1.5 Consultation with the local union has taken place and the participation in the Specialty Program/Project will be voluntary.

- 6.2 The NRRF may support specialty courses and programs based on the following:

- 6.2.1 Tuition
- 6.2.2 Up to 50% of the average cost of materials. These may include books, modules, printed materials, etc.
- 6.2.3 Stipends (at the NRRF Committee's discretion)
- 6.2.4 Associated costs, such as clinical instructors, and educational supports related to the course or program.

- 6.3 The NRRF will not support the following costs related to specialty courses and programs:

- 6.3.1 Travel and related expenses
- 6.3.2 Accommodations
- 6.3.3 Salary replacement

- 6.4 Conditions:

- 6.4.1 6.5.1 The provision of financial support is based upon the nurse providing a return of service in the designated area in Manitoba.

- 6.5 Provisions:

- 6.5.1 If approved, funding will be provided to the sponsoring institution for administration.
- 6.5.2 The program or course sponsor will provide reports submitted to the Fund on a regular basis. A summary report, including an evaluation of the effectiveness of the strategy, should be submitted at the conclusion of the project, or an interim by the end of the fiscal year (March 31) of funding until a final report is available (see 8.1).

7.0 PROCEDURES

- 7.1** The Facilitator will defer to the NRRF Committee for final approval or denial of all Special Programs/Projects.
- 7.2** The Facilitator will maintain an account of Special Programs/Projects allocations.
- 7.3** The NRRF committee will review reports and ensure timely reimbursement of funds, to a maximum of the total funding available, as outlined per Specialty Program/Project.
- 7.4** The Facilitator of the NRRF will be responsible for collating the information provided by the applicants through the reporting process and the development of an annual report based on that information.
- 7.5** Requests for funding are submitted to the Facilitator of the NRRF at 1502-155 Carlton Street, Winnipeg, MB R3C 3H8 or nrrf@sharedhealthmb.ca.

8.0 POLICY DOCUMENTS (APPENDIX)

- 8.1** Specialty Programs/Projects Financial and Activity Reporting Template