

## REFER-A-NURSE PROGRAM

The Refer-A-Nurse program was established to support the recruitment of Nurses in Manitoba. The following will provide guidance on the program and how it is to be applied and how payments are to be made.

The purpose of this incentive is:

- To attract qualified nurses into the Manitoba workforce.
- To retain qualified nurses in Manitoba for a minimum period of twelve consecutive months.
- To encourage promotion of employment opportunities with eligible employers to nurses.
- To encourage nurses educated or previously employed in Manitoba to return for career opportunities.

For the purpose of this document the following definitions will apply:

**Referee:** Any employee who works in an Employers Organization (Winnipeg-Churchill, Shared Health, Prairie Mountain Health, Southern Health-Santé Sud, Northern, or Interlake-Eastern).

**Referred Nurse:** A NP, RN, RPN, or LPN who is referred by the Referee and obtains employment with one of the employers listed in Appendix D of the Collective Agreement.

**Employment:** Written confirmation of employment as a NP, RN, RPN, or LPN by one of the Employers listed in Appendix D of the Collective Agreement.

**Nursing Position:** Full time, part time, or casual NP, RN, RPN, or LPN position with one of the Employers listed in Appendix D of the Collective Agreement.

A Referee who refers a Nurse who obtains employment with one of the Employers listed in Appendix D of the MNU Collective Agreement is eligible for a monetary incentive. The Referee is eligible to receive an additional monetary incentive once the Referred Nurse completes twelve months of service.

### Eligibility

In order for the Referee to be eligible for financial compensation for the referral, the Referred Nurse:

- Must be newly hired within six months of applying into a full-time, part time or casual position as a NP, RN, RPN, or LPN with one of the employers listed in Appendix D of the Collective Agreement.
- Must have an active practice license at time of hire.

- Where the Referred Nurse has been hired into an EFT position, the Referred Nurse must complete twelve months of service with one of the Employers listed in Appendix D of the Collective Agreement.
- Where the Referred Nurse has been hired for casual employment, the Referred Nurse must complete twelve months of consecutive employment from the start date of employment and must complete a minimum of 500 worked hours.

The Referee will not be eligible for financial compensation for the referral where the Referred Nurse:

- Has been employed by one of the employers listed in Appendix D of the Collective Agreement in the previous six months (after March 31, 2023).
- Mobilized under Article 30A of the Collective Agreement.
- Was employed by an employer listed in Appendix D of the Collective Agreement and is rehired within 6 months of retirement and retains the 20-year salary step in accordance with Article 3504 of the Collective Agreement.
- Moves from one employer listed in Appendix D of the Collective Agreement to another employer listed in Appendix D of the Collective Agreement within 6 months of leaving the position with the original employer.
- Is a new graduate.
- Is self-referred.

### **Incentive Payment:**

Where the Referred Nurse has been hired into an **EFT position**, the Referee will receive compensation as follows:

- \$500 once the Referred Nurse has commenced work in an EFT position; and
- \$500 once the Referred Nurse has completed twelve months of employment.

Where the Referred Nurse has been hired for **casual employment**, the Referee will receive compensation as follows:

- \$500 once the Referred Nurse has commenced work; and
- \$500 once the Referred Nurse has completed twelve months of consecutive employment from the start date of employment and completed a minimum of 500 worked hours during that 12 month consecutive time frame.

### **Referee Responsibilities:**

In order for the Referee to be considered for the incentive, they must apply for the incentive utilizing the attached Refer a Nurse Application form and provide the following information: the

name of the Referred Nurse, name of the Employer where the Nurse was hired, Employer's address, Nurse's position, site/department, and the start date.

### **Employer Responsibilities:**

The Employer is responsible for completing Section F of the Refer a Nurse Application form confirming that the Referred Nurse has been newly hired as a NP, RN, RPN, or LPN and has not been employed with another employer listed in Appendix D of the Collective Agreement in the previous 6 months. The Employer will be required to utilize the Referred Nurse's resume for this purpose, and/or confirm with the hired Nurse.

The Employer is responsible for confirming that the Referred Nurse has remained employed by them as a NP, RN, RPN, or LPN for twelve months and, in the case of a casual Referred Nurse, verifies that the Nurse has completed twelve months from the start date of employment and completed a minimum of 500 worked hours.

The Manitoba Healthcare Providers Network (MHPN) will be responsible for receiving, validating and processing all requests for the Refer-A-Nurse program.

The MHPN Facilitator will review all requests for the incentive, verify employment, and approve applications in accordance with the Memorandum of Understanding with Respect to Recruitment and Retention Incentives for Nurses (MOU).

- The MHPN Facilitator will advise individuals of the status of their application via letter.
- The MHPN Facilitator will verify continued employment of the Referred Nurse with the Employer.
- The MHPN Facilitator will ensure payments are made to the Referee in accordance with the provisions the MOU.
- The MHPN Facilitator will maintain an account of approvals.
- The MHPN will provide reports monthly and upon request.

### **Responsibilities of the Referred Nurse**

The Referred Nurse indicates at time of application and/or interview with an Employer listed in Appendix D of the Collective Agreement that they were referred and include the name of the Referee.

The Referred Nurse informs the Referee once they have obtained employment with one of the Employers listed in Appendix D of the Collective Agreement and provides the Referee with the Employer's name and address, position, site/department, and the start date.

## **APPENDIX A**

Refer a Nurse Application Form

## APPENDIX "D" -- SITE LIST

| <b>Bargaining Unit</b><br>Interlake Eastern Health Region Employers Organization |  |
|--|--|
| <b>Employer List</b>   | <b>Site List</b>   |
| Interlake Eastern Regional Health Authority (IERHA) (Direct Operations)          | Arborg and District Health Centre                              |
|  | Beausejour Health Centre                                       |
|  | Berens River Renal Health Centre                               |
|  | E.M. Crowe Health Centre ( <i>Eriksdale</i> )                  |
|  | East Gate Lodge ( <i>Beausejour</i> )                          |
|  | Fisher Branch Personal Care Home                               |
|  | Hodgson Renal Health Centre                                    |
|  | Johnson Memorial Hospital ( <i>Gimli</i> )                     |
|  | Kin Place Health Complex ( <i>Oakbank</i> )                    |
|  | Lakeshore District Health Centre ( <i>Ashern</i> )             |
|  | Lundar Personal Care Home                                      |
|  | Pine Falls Health Complex                                      |
|  | Selkirk Regional Health Centre (includes Quick Care)           |
|  | Stonewall and District Health Centre (includes Rosewood Lodge) |
|  | Teulon Hunter Memorial Health Centre                           |
|  | Whitemouth Health District Centre                              |
|  | Lac du Bonnet Personal Care Home                               |
|  | Pinawa Hospital  |
|  | Home Care Program  |
|  | Mental Health Program (CSU, RAAM, Mental Health Liason Nurse)  |
|  | Primary Care Program   |
|  | Public Health Program  |
|  | Betel Home Foundation *  |
| Selkirk Site   |  |

\* Identifies non-transferred sites

**Bargaining Unit**

Southern Health Region Employers Organization

**Employer List**

Southern Health Santé-Sud Regional Health Authority (SH-SS RHA) (Direct Operations)

**Site List**

Altona Community Memorial Health Centre

Bethesda Regional Health Centre/Bethesda Place (*Steinbach*)Boundary Trails Health Centre (*Winkler*)Boyne Lodge Personal Care Home (*Carman*)

Carman Memorial Hospital

Centre de Santé Notre Dame Health Centre

Centre de Santé St. Claude Health Centre

Centre Medico-social DeSalaberry District Health Centre (*St. Pierre-Jolys*)

Clinique Notre Dame Clinic

Douglas Campbell Lodge (*Portage la Prairie*)Eastview Place (*Altona*)

Emerson Health Centre

Foyer Notre Dame Inc.

Gladstone Health Centre (*Gladstone*)

Hôpital Ste. Anne Hospital

Lions Prairie Manor (*Portage la Prairie*)Lorne Memorial Hospital (*Swan Lake*)

MacGregor Health Centre

Morris General Hospital

Pembina-Manitou Health Centre

Portage District General Hospital

Red River Valley Lodge (*Morris*)Repos Jolys (*St. Pierre-Jolys*)Third Crossing Manor (*Gladstone*)

Vita &amp; District Health Centre (Vita &amp; District Health Centre and Vita &amp; District Personal Care Home)

|                             |  |
|-----------------------------|--|
|                             | Home Care Program  |
|                             | Mental Health Program  |
|                             | Primary Health Program   |
|                             | Public Health Program  |
| Villa Youville *            | Villa Youville ( <i>Ste. Anne-des-Chênes</i> )   |
| Rock Lake Health District * | Rock Lake Health District Hospital ( <i>Crystal City</i> ), Rock Lake District Personal Care Home ( <i>Pilot Mound</i> ) & Prairie View Lodge ( <i>Pilot Mound</i> ) |
| Menno Home for the Aged *   | Menno Home for the Aged ( <i>Grunthal</i> )  |

\* Identifies non-transferred sites

| <b>Bargaining Unit</b><br>Winnipeg-Churchill Health Region Employers Organization |  |
|---|--|
| <b>Employer List</b>  | <b>Site List</b>   |
| Winnipeg-Churchill Regional Health Authority (WRHA) (Direct Operations)           | Churchill Health Centre  |
|   | Deer Lodge   |
|   | Grace Hospital   |
|   | Middlechurch Home of Winnipeg  |
|   | Pan Am Clinic  |
|   | River Park Gardens   |
|   | Victoria Hospital  |
|   | WRHA - Clinical Nurse Specialists ***  |
|   | WRHA - Home Care Program ***   |
|   | WRHA – Mental Health and Addictions Program ***  |
|   | WRHA - Nurse Practitioners ***   |
|   | WRHA - Primary Care Program ***  |
|   | WRHA - Public Health Program ***   |
|   | WRHA - Regional Programs ***<br><i>Cardiac Sciences</i><br><i>Continuing Care ( Long Term Care)</i><br><i>Critical Care</i><br><i>Emergency</i><br><i>Geriatrics – Rehab</i><br><i>Heart Cath Lab</i><br><i>Hip and Knee</i> |

|   |  |
|---|--|
|   | <i>IP&amp;C</i><br><i>OESH</i><br><i>Sleep Lab</i><br>*** (applicable to only WRHA Corporate/Regional Community Health Services) |
| Actionmarguerite (Saint-Boniface) *   | Actionmarguerite (Saint-Boniface)  |
| Actionmarguerite (St. Joseph) *   | Actionmarguerite (St. Joseph)  |
| Actionmarguerite (Saint-Vital) *  | Actionmarguerite (Saint-Vital)   |
| Bethania Mennonite Personal Care Home *                                     | Bethania Mennonite Personal Care Home  |
| Centre de santé Saint-Boniface *  | Centre de santé Saint-Boniface   |
| Concordia Hospital *  | Concordia Hospital   |
| The Convalescent Home of Winnipeg *   | The Convalescent Home of Winnipeg  |
| Donwood Manor *   | Donwood Manor  |
| Fred Douglas Lodge Society *  | Fred Douglas Lodge Society   |
| Golden Links Lodge *  | Golden Links Lodge   |
| Holy Family Home *  | Holy Family Home   |
| Klinik Community Health *   | Klinik Community Health  |
| LHC Personal Care Home *  | LHC Personal Care Home   |
| Luther Home *   | Luther Home  |
| Manitoba Baptist Home Society (Meadowood Manor)*                            | Manitoba Baptist Home Society (Meadowood Manor)  |
| Misericordia Health Centre *  | Misericordia Health Centre   |
| Mount Carmel Clinic *   | Mount Carmel Clinic  |
| Nine Circles Community Health Centre *                                      | Nine Circles Community Health Centre   |
| NorWest Co-op Community Health Centre *                                     | NorWest Co-op Community Health Centre  |
| Pembina Place Mennonite Personal Care Home *                                | Pembina Place Mennonite Personal Care Home   |
| Riverview Health Centre *   | Riverview Health Centre  |
| St. Boniface Hospital *   | St. Boniface Hospital  |
| The Salvation Army Golden West Centennial Lodge *                           | The Salvation Army Golden West Centennial Lodge  |
| The Saul and Claribel Simkin Centre Personal Care Home (The Simkin Centre)* | The Saul and Claribel Simkin Centre Personal Care Home (The Simkin Centre)   |
| Seven Oaks General Hospital *   | Seven Oaks General Hospital  |

|                                |                              |
|--------------------------------|------------------------------|
| Southeast Personal Care Home * | Southeast Personal Care Home |
| Women's Health Clinic *        | Women's Health Clinic        |

\* Identifies non-transferred sites

| <b><u>Bargaining Unit</u></b><br><b>Shared Health Employers Organization</b> |  |
|--|--|
| <b><u>Employer List</u></b>  | <b><u>Site List</u></b>                      |
| Shared Health (SH) (Direct Operations)                                       | Breast Health Centre                         |
|  | Crisis Response Services                     |
|  | Diagnostic Services                          |
|  | Emergency Response Services                  |
|  | Endoscopy - Central Intake                   |
|  | Health Sciences Centre                       |
|  | Manitoba Adolescent Treatment Centre         |
|  | Medical Assistance In Dying (MAiD)           |
|  | Mental Health and Addictions Program         |
|  | MB Home Nutrition                            |
|  | MB Home Ostomy                               |
|  | MB Renal Program                             |
|  | Tick Borne Disease Collaborative Care        |
|  | Selkirk Mental Health Centre                 |
|  | Shared Health Float Pool                     |
| CancerCare Manitoba *  | CancerCare Manitoba                          |
| Eden Mental Health Centre *  | Eden Mental Health Centre ( <i>Winkler</i> ) |
| Rehabilitation Centre for Children *   | Rehabilitation Centre for Children           |

\* Identifies non-transferred sites



**Bargaining Unit****Prairie Mountain Health Region Employers Organization**Employer ListSite ListPrairie Mountain Regional Health Authority  
(PMRHA) (Direct Operations)

Baldur Health Centre

Birtle Health Centre

Boissevain Health Centre

Brandon Regional Health Centre

Bren-del-win Lodge (*Deloraine*)

Carberry Health Centre

Child & Adolescent Treatment Centre (*Brandon*)

Community Based Mental Health Program

Country Meadows Personal Care Home (*Neepawa*)

Dauphin Regional Health Centre

Davidson Memorial Health Centre (*Cartwright*)

Deloraine Health Centre

Elkhorn Personal Care Home

Erickson Health Centre

Fairview Home (*Brandon*)

Gilbert Plains Health Centre

Glenboro Health Centre

Grandview Hospital

Grandview Personal Care Home

Hamiota Health Centre

Hartney Health Centre

McCreary Alonsa Health Centre

Melita Health Centre

Mental Health Crisis Services Program (includes Mobile Crisis  
Services, CSU, RAAM)

|   |
|---|
| Minnedosa Hospital  |
| Minnedosa Personal Care Home  |
| Neepawa Health Centre   |
| Primary Health Care Program   |
| Residential Care Centre (McTavish Manor Brandon)                              |
| Reston Health Centre  |
| Rideau Park ( <i>Brandon</i> )  |
| Rivers Health Centre  |
| Roblin District Health Centre   |
| Rosburn Health Centre   |
| Russell Hospital  |
| Russell Personal Care Home  |
| Sandy Lake Personal Care Home   |
| Sherwood Personal Care Home ( <i>Virden</i> )                                 |
| Shoal Lake – Strathclair Health Centre  |
| Souris Health Centre  |
| St. Paul’s Home ( <i>Dauphin</i> )  |
| Swan River Valley Personal Care Home  |
| Swan Valley Health Centre (including Swan Valley Lodge, Benito Health Centre) |
| Tiger Hills Health Centre ( <i>Treherne</i> )                                 |
| Tri-Lake Health Centre ( <i>Killarney</i> )                                   |
| Virden Health Centre  |
| Wawanesa Health Centre  |
| West-Man Nursing Home ( <i>Virden</i> )                                       |
| Westview Lodge ( <i>Boissevain</i> )  |
| Home Care Program   |
| Public Health Program   |
| Regional Programs   |

|                                |  |
|--------------------------------|--|
|                                | <i>Addiction Services<br/>         Chemotherapy<br/>         Infection Prevention and Control<br/>         Nurse Practitioners<br/>         Palliative Care<br/>         Regional Clinical Education<br/>         Wound Ostomy</i> |
| Dinsdale Personal Care Home *  | Dinsdale Personal Care Home ( <i>Brandon</i> )   |
| Ste. Rose Health Centre Inc. * | Dr. Gendreau Personal Care Home ( <i>Ste. Rose</i> )   |
|                                | Ste. Rose Hospital   |
| Winnipegosis Health Centre *   | Winnipegosis Health Centre   |

\* Identifies non-transferred sites

|  |  |
|--|--|
| <b><u>Bargaining Unit</u></b><br>Northern Health Region Employers Organization |  |
| <b><u>Employer List</u></b>  | <b><u>Site List</u></b>  |
| Northern Regional Health Authority (NRHA)-<br>(Direct Operations)              | Flin Flon General Hospital (including Flin Flon Clinic, Flin Flon Personal Care Home, Northern Lights Manor)                                     |
|  | Gillam Hospital  |
|  | Leaf Rapids Health Centre  |
|  | Lynn Lake Hospital   |
|  | Snow Lake Health Centre  |
|  | The Pas Health Complex (including St. Anthony's General Hospital, St. Paul's Residence, The Pas Clinic)  |
|  | Thompson General Hospital (including Northern Consultation Clinic, Northern Spirit Manor, Thompson Clinic, Hope North Recovery Centre for Youth) |
|  | Addictions   |
|  | Home Care Program  |
|  | Public Health Program  |