

	<b>Policy Category/Number</b>	<b>NRRF No. 8</b>
<b>POLICY TITLE</b>	<b>Date Approved</b>	<b>July 2004</b>
<b>CONDITIONAL GRANT</b>	<b>Applicable to</b>	<b>Manitoba RN/RN(EP)/ RPN/LPN Graduates</b>
<b>Branch/Division</b>	<b>Next Review Date</b>	<b>January 2014</b>
<b>Health Workforce Strategies/Health Workforce</b>	<b>Review Date</b>	<b>January 2013</b>
<b>Responsible Authority</b>	<b>Date Revised</b>	<b>January 2013</b>
<b>Nurses Recruitment and Retention Fund (NRRF) Committee</b>	<b>Page # of #</b>	<b>1 of 4</b>

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

To retain new graduates, the NRRF supports the use of funding for eligible RNs, RN(EPs), RPNs and LPNs willing to relocate to rural and northern Manitoba.

## 2.0 BACKGROUND

Maintaining an adequate supply of nurses in rural and northern Manitoba has historically been problematic. Additionally, a goal of governments is to retain nurses in the provinces where they have been educated.

The Conditional Grant is a strategy to encourage new graduates to consider employment opportunities in rural and northern locations, as they enter the workforce. Experiences in rural and northern Manitoba provides unique and broad learning opportunities for new graduates as they consolidate skills gained in nursing education programs. The Conditional Grant Program also assists rural and northern employers and communities in addressing their health human resource challenges.

## 3.0 PURPOSE

- 3.1 To encourage new graduates from Registered Nurse, Nurse Practitioner, Registered Psychiatric Nurse and Licensed Practical Nurse programs to relocate to rural and northern communities in Manitoba for career opportunities.
- 3.2 To reduce the numbers of rural and northern vacancies.
- 3.3 To retain nursing graduates in Manitoba for a minimum period of one year.

#### 4.0 DEFINITIONS

- 4.1 Conditional Grant:** Financial assistance of \$4,000.00 for RNs, RN(EP)s, RPNs and LPNs for a return of service commitment in a rural or northern employment opportunity.
- 4.2 Rural and Northern Manitoba:** All communities in Manitoba, other than Winnipeg or Brandon.
- 4.3 Return of Service Commitment:** A written contract stating the employee's commitment to provide service in rural or Northern Manitoba for a minimum one year period of time, in return for the investment of the Conditional Grant by the NRRF.
- 4.4 Employment Opportunity:** Written confirmation of employment in a permanent or temporary nursing position of 0.6 equivalent full time (EFT) or higher for a period of 12 months or longer
- 4.5 Nursing Education program:** Initial Manitoba education program to become a licensed nurse. This does not include nursing refresher and internationally educated nurse (IEN) bridging programs.
- 4.6 Initial Registration:** The first time a person registers as a licensed nurse with the respective regulatory college following completion of the initial Manitoba nursing education program.

#### 5.0 POLICY

**This policy applies to:**

##### 5.1 Eligible RNs, RN(EP)s, RPNs and LPNs:

- 5.1.1** Graduated from a nursing education program in Manitoba after January 2004.
- 5.1.2** Confirmed employment with an approved employer, in a permanent or term position that is at least one year in duration 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.**

##### 5.2 Eligible Employers:

- 5.2.1** Employers receiving public funds from the province of Manitoba. This includes but is not limited to Manitoba Health and the Regional Health Authorities (RHAs). Private for profit agencies are not eligible.

#### 6.0 CORE SUPPORTING DOCUMENTS: Standards and Procedures

##### 6.1 Standards:

##### 6.1.1 Nurses Responsibilities:

- 6.1.1.1** The nurse is responsible for review of the terms and conditions of the Conditional Grant, and upon acceptance, compliance with these terms and conditions.
- 6.1.1.2** The nurse must be within 6 months of initial registration as a RN, RN(EP), RPN or LPN. Nurses have the option to apply for a conditional grant while working as a Graduate Nurse or may choose to apply once the nurse becomes licensed

as a RN, RPN or LPN. However, the conditional grant application must be received within 6 months of initial registration as a RN, RN(EP), RPN or LPN.

**6.1.1.2.1** Exception to the 6 month of initial registration timeframe is for those who have registered upon successful completion of the Universitaire de Saint-Boniface (USB) diploma nursing program, and who sequentially continue in the University of Ottawa Bachelor of Sciences in Nursing offered by the USB. The nurse will be eligible within 6 months of successful completion of the University of Ottawa Bachelor of Sciences in Nursing program.

**6.1.1.3** The nurse must secure employment with an approved employer in a permanent or term position, of 0.6 EFT or higher, for a minimum of 12 months duration. Indefinite terms or casual employment are excluded from being eligible.

**6.1.1.4** The nurse must sign a return of service commitment, and if conditions of the service commitment are not fulfilled, the recipient agrees to repay Manitoba Health the amount of the Conditional Grant.

**6.1.1.5** The nurse must submit requests for funding along with the required documentation to the Facilitator of the NRRF within 6 months of registration as a RN, RN(EP), RPN or LPN, or in accordance with 6.1.1.2.1.

#### **6.1.2 Employer Responsibilities:**

**6.1.2.1** The employer will be responsible for reviewing the terms and conditions of the Conditional Grant policy and compliance with the terms and conditions.

**6.1.2.2** The employer will be responsible for confirming a permanent or term nursing position at 0.6 EFT or higher for a minimum of 12 months within their organization.

**6.1.2.3** The employer will be responsible for retaining complete records for each employee who receives a Conditional Grant from the NRRF.

**6.1.2.4** The employer will be responsible for notifying the NRRF if the one year service commitment is not fulfilled, by the completion of the Employer Verification of Incomplete Service Agreement Form (Appendix 7.2).

#### **6.1.3 NRRF Responsibilities:**

**6.1.3.1** The Facilitator of the NRRF will review all requests for the Conditional 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 of 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 purposes of supporting the Conditional Grant program.
- 6.2.2** Nurses meeting the eligibility criteria are entitled to apply to the NRRF for a Conditional Grant in the amount of \$4,000 (Appendix 7.1: Conditional Grant Application Form).
- 6.2.3** The nurse must provide documentation of the confirmed permanent or temporary nursing position with an approved rural or northern employer, which is at least one year in duration and 0.6 EFT or higher. 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), the College of Registered Psychiatric Nurses of Manitoba (CRPNM), or the College of Licensed Practical Nurses of Manitoba (CLPNM), or proof of registration and proof of graduation from the University of Ottawa, Bachelor of Sciences in Nursing offered by USB.
- 6.2.5** Proof of registration must be provided once the Graduate Nurse becomes registered in Manitoba.
- 6.2.6** Requests for funding and the required documentation are to be submitted within 6 months of initial registration to the Facilitator of the NRRF at 1043A-300 Carlton Street, Winnipeg, MB R3B 3M9.
- 6.2.7** Nurses employed by private for profit agencies are not eligible for the Conditional Grant.
- 6.2.8** Applicants who change employers within their one year term of service, but maintain their eligibility for the Conditional 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.
- 6.2.9** The Conditional 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** 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. The NRRF Committee will examine each request based on individual circumstance.
- 6.2.11** The amount of the Conditional Grant will be forgiven after the return of service commitment has been completed.

## **7.0 POLICY DOCUMENTS (APPENDIX)**

- 7.1** Conditional Grant Application Form
- 7.2** Employer Verification of Incomplete Service Agreement Form