

<b>POLICY TITLE</b>	<b>Policy Category/Number</b>	<b>NRRF No. 11</b>
<b>BILINGUAL/FRENCH REQUIREMENT NURSING POSITION GRANT</b>	<b>Date Approved</b>	<b>March 15, 2012</b>
<b>Branch/Division</b>	<b>Applicable to</b>	<b>All Health Authorities</b>
<b>Health Workforce Strategies Health Workforce</b>	<b>Next Review Date</b>	<b>January 2014</b>
<b>Responsible Authority</b>	<b>Review Date</b>	<b>January 2013</b>
<b>Nurses Recruitment and Retention Fund (NRRF) Committee</b>	<b>Date Revised</b>	<b>January 2013</b>
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**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 a recognized bilingual/ francophone facility or program, the NRRF supports the allocation of funding to eligible RN, RN(EP), RPN and LPN 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.

An incentive for bilingual/Francophone nurses will underscore the importance of French language services, support to nursing staff, help eliminate barriers to professional practice and enhance patient safety. This grant will support bilingual/Francophone nurses to work to the best of their abilities, enabling them to further contribute to improving access to French language health services in Manitoba and to better the needs of the province's francophone individuals and communities.

In response to a need for bilingual/Francophone nurses, 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 positions where bilingualism/French language is a requirement in Manitoba.
- 3.2** To improve access to French language services for patients.

### **4.0 DEFINITIONS**

- 4.1 Bilingual/French Requirement Nursing Position Grant:** Financial assistance of \$2,000 for a return of service commitment to work in a position where bilingualism/French language is a hiring requirement.
- 4.2 Bilingualism/French Language Requirement Position:** A nursing position where bilingualism/French language is a hiring requirement in a recognized facility or program which provides French Language Services to a patient, resident, or client in French. This includes Francophone positions where there are service agreements.
- 4.3 Return of Service Commitment:** A written contract stating the employee's commitment to provide service in a position of 0.6 equivalent full-time (EFT) or higher where bilingualism/French language is a requirement, for a minimum of one year in return for the investment of the Bilingual/French Requirement Nursing Position 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 a position where bilingualism/French language is a hiring requirement in Manitoba.

#### **5.1 Eligibility Criteria for Bilingual/Francophone Nurses:**

- 5.1.1** Bilingual/Francophone 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** Bilingual/Francophone nurses must be newly hired to a position where bilingualism/French language is a requirement and have not been employed in any such position in the 6 months prior to the grant application.
- 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** Recognized bilingual facility or program in the province of Manitoba.

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

### **6.1 Nurses Responsibilities:**

- 6.1.1** The nurse is responsible for reviewing the terms and conditions of the Bilingual/French Requirement Nursing Position Grant policy and upon acceptance, must comply with these terms and conditions.
- 6.1.2** The nurse must secure employment with an approved employer in a position of 0.6 EFT or higher, for a minimum duration of 12 months in a position where bilingualism/French language is a requirement. Indefinite terms or casual employment are excluded from being eligible.
- 6.1.3** 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 Bilingual/French Requirement Nursing Position Grant.

### **6.2 Employer Responsibilities:**

- 6.2.1** The employer will be responsible for reviewing the terms and conditions of the Bilingual/French Requirement Nursing Position Grant policy and compliance with the terms and conditions.
- 6.2.2** 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 in a position where bilingualism/French language is a requirement within their organization.
- 6.2.3** The employer will be responsible for providing documentation to NRRF and retaining complete records for each employee who received the Bilingual/French Requirement Nursing Position Grant from the NRRF.
- 6.2.4** 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 8.0)

### **6.3 NRRF Responsibilities:**

- 6.3.1** The Facilitator of the NRRF will review all requests for the the Bilingual/French Requirement Nursing Position Grant and approve applications in accordance with this policy.
- 6.3.2** The Facilitator will defer to the NRRF Committee for final approval or denial, if he application is outside of policy guidelines, or based on special circumstances.
- 6.3.3.** The Facilitator of the NRRF will advise individuals of the status of their application via letter.

6.3.4 The Facilitator will maintain an account of approvals.

6.3.5 The NRRF will provide a public report annually.

## 7.0 Procedures:

- 7.1.1 The NRRF reviews allocations annually for the purpose of supporting the Bilingual/French Requirement Nursing Position Grant program.
- 7.1.2 Nurses meeting the eligibility criteria are entitled to apply to the NRRF for a Bilingual/French Requirement Nursing Position Grant in the amount of \$2000.00 (Appendix 8.2: the Bilingual/French Requirement Nursing Position Grant Application).
- 7.1.3 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 position where bilingualism/French language is a requirement in Manitoba. Indefinite terms or casual employment are excluded from being eligible.
- 7.1.4 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 of Manitoba (CLPNM).
- 7.1.5 For Graduate Nurses: Nurses have the option to apply for the Bilingual/French Requirement Nursing Position Grant program while working as a Graduate Nurse or may choose to apply once the nurse becomes licensed as a RN, RPN or LPN. However, the Bilingual/French Requirement Nursing Position Grant program 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 regulatory College to practice as a Graduate Nurse must be submitted with the Bilingual/French Requirement Nursing Position Grant application form. Documentation of registration as a RN, RPN or LPN must be forwarded to the Facilitator of the NRRF when received.
- 7.1.6 Applicants who change employers within the 12 month return of service commitment but maintain eligibility for the Bilingual/French Requirement Nursing Position 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.
- 7.1.7 Bilingual/French Requirement Nursing Position Grant can be received combined and in conjunction with other financial assistance from NRRF. However, the return of service commitment for any combination of grants will be consecutive.
- 7.1.8 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.
- 7.1.9 The amount of the Bilingual/French Requirement Nursing Position Grant will be forgiven after the return of service commitment has been completed.
- 7.1.10 Requests for funding and the required documentation are to be submitted within 6 months of employment commencement in a position where bilingualism/French language is a requirement to the Facilitator of the NRRF at 1043A-300 Carlton Street, Winnipeg, MB, R3B 3M9.

**7.1.11** An evaluation of the Bilingual/French Requirement Nursing Position Grant program will be undertaken to determine program impact and effectiveness after one year. The evaluation and policy will be reviewed by the NRRF Committee at that time.

**8.0 POLICY DOCUMENTS (APPENDIX)**

**8.1** Employer Verification of Incomplete Service Agreement Form

**8.2** Bilingual/French Requirement Nursing Position Grant Application Form