

1. Overview

1.1. Scope

The Department of Health and Community Services is committed to health human resource planning including the development of strategies to assist with the pursuit of education in nursing and other health professional fields. The Bursaries and Incentives Program provides a variety of targeted incentives to improve health workforce recruitment and retention, therefore creating a stronger supply of health professionals within the province to meet patient, client and residents needs.

1.2. Definitions

Provincial Chief Nurse: An employee of the Department of Health and Community Services. The Provincial Chief Nurse provides leadership, strategic advice and nursing expertise on a wide range of provincial health policies, programs and specific nursing issues including recruitment and retention.

Director of Health Workforce Planning: An employee of the Department of Health and Community Services. The Director of Health Workforce Planning provides leadership, strategic advice and expertise on a wide range of provincial health workforce policies and programs including recruitment and retention.

Manager of Financial Incentives: An employee of the Newfoundland and Labrador Health Boards Association (NLHBA) who administers the Bursaries and Incentives Program. The Manager of Financial Incentives reports jointly to the Executive Director of the NLHBA and the Director of Health Workforce Planning of the Department of Health and Community Services.

Regional Health Authority (RHA): Corporations providing the delivery and administration of health and community services in the health regions in Newfoundland and Labrador. There are four RHAs: Eastern Health, Central Health, Western Health and Labrador-Grenfell Health.

Human Resources (HR) Planning Sub-Committee: A sub-committee of the Vice Presidents of Human Resources that provides recommendations and advice on the administration of the Bursaries and Incentives Program.

Student: A person who is enrolled in an accredited education program and is actively completing the requirements of the program.

Recipient: A person who is offered and accepts a bursary or incentive.

Service agreement: A commitment to complete a specific period of employment in return for incentives.

Program completion: Last day of exams as per the university or program calendar.

Recent or current working relationship: A student who is currently employed or has been employed in the past three months with any RHA.

Appropriate deductions: Statutory deductions from pay, including but not limited to income tax, Canadian Pension Plan and Employment Insurance.

Proof of payment: A copy of the cheque or an invoice from the RHA including the amount, recipient, date and incentive paid.

Proof of enrollment: Written record from a school indicating the student is currently enrolled and actively completing the requirements of the program.

Resident of Newfoundland and Labrador: A resident is an individual who has lived in a province or territory for 12 consecutive months while not enrolled in full-time studies. Refer to NL Student Aid Residency Requirements in Appendix E.

1.3. Program Monitoring

The Manager of Financial Incentives will monitor the financial status of the program. The Provincial Chief Nurse will monitor the effectiveness of the Nursing Incentive Programs. The Director of Health Workforce Planning will monitor the effectiveness of the Health Professional Bursaries. All programs will be reviewed by the Department of Health and Community Service's Director of Health Workforce Planning and Provincial Chief Nurse, the NLHBA Executive Director and Manager of Financial Incentives, the RHAs Vice President's (VP) of Human Resources (HR), and the Human Resources (HR) Planning Sub-Committee of the VPs of HR each year.

1.4. Accountability and Governance

The Bursaries and Incentives Program is governed by the Department of Health and Community Services. The Department of Health and Community Services is accountable for the Bursaries and Incentive Program. The NLHBA will provide a written report to the HR Planning Sub-Committee, the Deputy Minister of Health and Community Services and VPs of HR following the end of each fiscal year. This report will include details of incentives awarded in that fiscal year, including the number, amount, occupation, employer, and associated service agreement. The NLHBA will also provide monthly financial reports to the HR Planning Sub-Committee.

1.5. Taxation of Incentives

Recruitment and Retention incentives paid to the recipient may be subject to federal and/or provincial taxation. The recipient is responsible for taxes assessed by federal or provincial taxing authorities in relation to payments made. The recipient should consider consulting a tax professional on the specific effects and ramifications which may be associated with the receipt of payments.

ANNEX E: NL Student Aid Residency Requirements

Federal Student Loan

To receive a federal student loan for full-time studies, you must be taking at least 60% of a full course load. For part-time studies, you must be taking 20–59% of a full course load. (See page 6 for further details on assistance for part-time studies.)

Students with Permanent Disabilities

A student with a permanent disability may receive assistance (federal and provincial) for full-time studies if enrolled in 40–59% of a full course load. Students with a permanent disability may receive assistance for part-time studies if taking 20–39% of a full course load.

A permanent disability is a functional limitation caused by a physical or mental impairment that restricts ability to perform the daily activities necessary to participate full-time in post-secondary studies or the labour force and that is expected to remain with the individual for the rest of her or his life.

RESIDENCY REQUIREMENTS

Residency is established when you have lived in a province or territory for 12 consecutive months while not enrolled in full-time studies. To be eligible for student financial assistance from the Government of Newfoundland and Labrador, your most recent residence (and, if applicable, your parents' or spouse's residence) must be in Newfoundland and Labrador.

You are considered to be a permanent resident of Newfoundland and Labrador if:

- you are a dependant student and the province of residence of your parent(s), guardian(s) or sponsor(s) is Newfoundland and Labrador;
- you are a dependant student, your parents are separated or divorced and the parent with whom you live or who provides your principal means of financial support is considered to be a permanent resident of Newfoundland and Labrador;
- you are a dependant student, your parents moved away from the province but you remain in Newfoundland and Labrador to begin or continue post-secondary education within 12 months of your parents' move;
- you are a dependant student, your parent(s) resides outside Canada but their last province of permanent residence was Newfoundland and Labrador before leaving Canada; or
- you are an independent student, a single parent, married or living common-law and you last lived in the province for at least 12 consecutive months, excluding time spent as a full-time student at a post-secondary institution.