



Department of Health and Community Services

Recruitment and Retention Fund for Nurses

Policy Title: Grant for the Registered Nurse Re-Entry Program

Effective Date: September 1, 2008

Branch/Division: Policy & Planning
Office of the Chief Nurse

Revised: August 18, 2009

Approved By: Anita Ludlow
Provincial Chief Nurse

**DEADLINE: RE-ENTRY APPLICATIONS ARE DUE ON OR BEFORE JAN 31
OR 3 MONTHS PRIOR TO COMPLETION OF THE PROGRAM,
WHICHEVER OCCURS FIRST.**

I. Policy Statement

The Department of Health and Community Services is committed to health human resource planning including the development of strategies to assist with the recruitment and retention of nurses. The purpose of the Grant for Registered Nurse (RN) Re-Entry Program is to provide financial assistance to nurses who are enrolled in the RN Re-Entry Program.

II. Definition

The Grant for Registered Nurse (RN) Re-Entry Program provides nurses enrolled in the RN Re-Entry Program with a \$2,500 grant. In return for this financial assistance, a nurse must commit to one year of worked service as a registered nurse with a regional health authority in Newfoundland and Labrador upon completion of the RN Re-Entry Program.

III. Goal

3.1 To provide financial assistance to nurses completing the RN Re-Entry Program who commit to work in Newfoundland and Labrador for a specific period upon completion of the program.

IV. Policy Application

This policy applies to:

4.1 Eligible Nurses

4.1.1 Nurses enrolled in the RN Re-Entry Program.

4.1.2 Residents of Newfoundland and Labrador

4.2 Eligible RHAs

4.2.1 Regional Health Authorities (RHAs) in Newfoundland and Labrador.

4.3 Newfoundland and Labrador Health Boards Association (NLHBA)

V. Policy Directives/Accountabilities

5.1 Nurse Responsibilities

5.1.1 The nurse is responsible for review of the terms and conditions of the grant, and compliance with these terms and conditions.

5.1.2 The nurse is required to sign a one-year service agreement with a RHA. Nurses who agree to work in casual and part-time positions will be required to complete this service agreement within a two-year period.

5.1.3 Nurses who wish to change RHAs prior to commencing the service agreement must secure employment and the required written service agreement with the new RHA. The nurse is required to inform the original RHA of the change.

5.1.4 Nurses who change RHAs after the start of their service agreement but maintain their eligibility for the grant must sign a revised service agreement with the new RHA. The nurse must fulfill the remainder of their service agreement with the new RHA.

5.1.5 If conditions of the service agreement are not fulfilled, the nurse agrees to repay the prorated portion of the grant.

5.1.6 Grants are in the form of a bursary for students or a grant for current RHA employees

5.2 RHA Responsibilities

5.2.1 The RHA will be responsible for securing a permanent or term nursing position for the nurse, for a minimum of one year. Nurses who request casual or part-time employment will be considered on an individual basis by RHAs. Each grant has a one year service agreement.

5.2.2 The RHA is responsible for establishing the written service agreement with the nurse.

5.2.3 The RHA submits the written service agreement to the NLHBA.

5.2.4 In the event of a default on the required service agreement, the RHA is responsible to arrange for repayment of the grant to the NLHBA and to notify the NLHBA in writing of the default.

5.3 NLHBA Responsibilities

5.3.1 The NLHBA will issue funds to the recipient upon receipt of a signed service agreement from the RHA, if the recipient is a student. If the student is currently working for the RHA the NLHBA will issue funds to the RHA upon receipt of a signed service agreement. Deductions would be required at source from the RHA

- 5.3.2 The NLHBA will maintain accounting records and provide financial reporting to the Department of Health and Community Services.
- 5.3.3 The NLHBA will complete an annual report. The annual report will include:
- Name of RHA
 - Nurses name
 - Area of practice where the nurse will work
 - Repayments received (where applicable)
- 5.4 The service agreement may be extended for pregnancy or health related matters and other reasons approved by the RHA.

VI. Monitoring and Evaluation

- 6.1. The NLHBA will monitor financial implications and policy implementation.
- 6.2. The Provincial Chief Nurse will monitor the effectiveness of the program on the recruitment of nurses completing the RN Re-Entry Program.
- 6.3. The policy will be reviewed annually by the RHAs, the NLHBA and the Provincial Chief Nurse.

VII. Enquiries

All enquiries relating to this policy should be referred to:

**Administrative Officer: Recruitment and Retention Fund for Nurses
Newfoundland and Labrador Health Boards Association
2nd Floor, Beothuck Building, 20 Crosbie Place
St. John's, NL A1B 3Y8
Tel: 709-364-7701**