

3. Responsibilities

The following responsibilities apply to all Bursaries and Incentives.

3.1. Regional Health Authority Responsibilities

The following are responsibilities of the RHA.

1. Establishing a written service agreement with the recipient, using the template provided by the NLHBA.
2. Submitting the written service agreement to the NLHBA.
3. Preparing cheques and the appropriate T4 or T4A when employment relationships exist.
4. Tracking the fulfillment of service agreements.
5. In the event of a default on the required service agreement, the RHA must:
 - Notify the NLHBA in writing of the default;
 - Seek reimbursement from the recipient;
 - Arrange for repayment of the incentive to the NLHBA, within 60 days of default

3.2. Newfoundland and Labrador Health Boards Association Responsibilities

The NLHBA is responsible for the following:

1. Maintaining separate accounting records for the Provincial Bursaries and Incentives Fund and the balance of the fund will be included in the regular financial statements of the NLHBA.
2. Preparing cheques and the appropriate T4A.
3. Tracking the fulfillment of service agreements.
4. Collecting funds from RHAs for individuals who repaid their defaulted service agreements.

3.2.1. Manager of Financial Incentives

The Manager of Financial Incentives is responsible for the following:

1. Maintenance of all policies, terms and documentation including updating approved changes to the policies.
2. Approval of applications and distribution of funds for specific programs.
3. Consulting with the HR Planning Sub-Committee when situations arise that are outside the realm of existing policies.

4. Preparing monthly financial reports to be distributed to the HR Planning Sub-Committee.
5. Completing an annual report. The annual report will include details of each specific program.
6. General administration of the Bursaries and Incentives Program.
7. Following up with RHAs to audit service agreement compliance.
8. Responding to public/student inquiries related to programs.

3.3. Human Resources Planning Sub-Committee Responsibilities

The HR Planning Sub-Committee responsibilities, related to Bursaries and Incentives, include:

1. Overseeing the distribution of funds for recruitment incentives.
2. Reviewing and approving all policies, forms and documentation.
3. Reporting on the distribution of funds.
4. Maintaining and making available an application form that includes general guidelines for applicants.
5. Keeping within the budget provided by the Department of Health and Community Services.
6. The HR Planning Sub-Committee will not accept proposals that entice staff from one Public Agency, including RHAs to relocate to another Public Agency.

3.4. Department of Health and Community Services

The Department of Health and Community Services is responsible for:

1. Providing the approved funding to the NLHBA for distribution.
2. Overall program accountability.
3. Monitoring and reviewing the program annually including policy approval.
4. Advising on exceptional cases that fall outside the realm of existing policies.
5. Program evaluation.

3.4.1. Provincial Chief Nurse

The Provincial Chief Nurse is responsible for:

1. Establishing Nursing Policies and reviewing them annually.
2. Approving changes to Nursing Policies.
3. Advising on exceptional cases that fall outside the realm of existing policies.

3.4.2. Director of Health Workforce Planning

The Director of Health Workforce Planning is responsible for:

1. Establishing Health Professional Policies and reviewing them annually.
2. Approving changes to Health Professional Policies.
3. Advising on exceptional cases that fall outside the realm of existing policies.