

# Nova Scotia Department of Health

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**Subject: Nova Scotia's Nursing Strategy  
*Employment Orientation***

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**Effective date:** April 2007  
**Review date:** March 2009

**Approved by:** Original signed by Donna Denney  
Nursing Policy Advisor

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## **I. POLICY STATEMENT**

The Nova Scotia Department of Health is committed to addressing the health human resource requirements for a quality health care system. The Nova Scotia Department of Health supports *Nova Scotia's Nursing Strategy, April 2001*, and is committed to the implementation of initiatives identified in that document.

Support for a wide range of education opportunities is essential to the development of a strong workforce of nursing professionals. This support starts with integration in the new workplace and, therefore, the Department will support improved access to employment orientation programs.

## **II. DEFINITIONS**

- 2.1 Orientation: The process by which an organization acquaints employees with policies, procedures, philosophies, purposes, and role expectations related to a new job. This may pertain to a new employee, or an employee moving to a new role requiring new competencies in the same agency. Orientation requirements for new employees who are also new graduates are unique and must address needs related to integration to the workforce and the profession.
- 2.2 Orientation program: A program that may include both classroom orientation – a review of policies, procedures and technical skills – and a clinical orientation with a preceptor where a new nursing employee (learner) is partnered with a pre-selected, trained and experienced nurse (preceptor) to assist them in acquiring the necessary knowledge, skills and attributes required to function effectively in the workplace<sup>1</sup>. Programs can be flexible to meet each new employee's individual needs.

## **III. POLICY OBJECTIVES**

The objectives of this policy are to:

- 3.1 contribute to retention of nurses
- 3.2 support integration into the workplace

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<sup>1</sup> Nova Scotia Provincial Preceptor Program (2004)

- 3.3 support access to quality orientation
- 3.4 support the development of new competencies for new roles and responsibilities within the same agency

#### IV. APPLICATION

This policy applies to:

- 4.1 Eligible nurses with an active practicing license including:
  - 4.1.1 Nursing graduates newly hired to the workplace
  - 4.1.2 Experienced nurses newly hired to the workplace
  - 4.1.3 Nurses undergoing an internal transfer for which new competencies are required
- 4.2 Eligible employers including District Health Authorities (DHAs), IWK Health Centre, Department of Health Home Care Nova Scotia, VON, as well as Long Term Care facilities and other programs that are funded by the Department of Health.

#### V. POLICY DIRECTIVES

- 5.1 Employer Responsibilities
  - 5.1.1 The employer is responsible for the development of orientation programs and for matching the needs of the organization with the individual needs of the new graduate, new hire, or internal transfer.
  - 5.1.2 The employer is responsible for supporting participation in orientation programs as appropriate.
  - 5.1.3 The employer is responsible for managing funds, completing quarterly reports (Appendix I) and appending them to an invoice for submission to the Department of Health. Reimbursement will be made to a maximum of the total approved funding limit for each employer, as per 5.2.1, and will be in accordance with the funding guide (Appendix II). Reports will be due within 30 days from the end of each quarter of the fiscal year (July 31, October 31, January 31, and April 30). Along with the name of the facility and total numbers participating in orientation programs, **for each nurse**, reports during each period will include:
    - Professional designation (RN or LPN)
    - The type of unit
    - Orientation category – new hire experienced nurse, new hire new graduate, or internal transfer (Appendix II)
    - Length of orientation program
    - Orientation Claim as per Funding Guide
  - 5.1.4 Employment Orientation claims for each employee will be submitted once the employee has **completed** the orientation program.
- 5.2 Nursing Policy Advisor Responsibilities
  - 5.2.1 The Nursing Policy Advisor will be responsible for determining funding allocations and for written communication to all employers on a yearly basis, outlining total funding available to each employer.

- 5.2.2 The Nursing Policy Advisor will be responsible for the determination of the funding guide for RNs and LPNs participating in identified orientation categories.
- 5.2.3 The Nursing Policy Advisor will be responsible for review of quarterly reports and timely reimbursement of employers' employment orientation costs to a maximum of the total funding available for each employer, as outlined per 5.2.1.
- 5.2.4 The Nursing Policy Advisor will be responsible for the collation of information provided by employers through the quarterly reporting process and for the development of an Annual Report based on that information.

## **VI. POLICY GUIDELINES**

- 6.1 The Nursing Policy Advisor will participate in the Department of Health Business Planning process and make recommendations for Departmental contribution to the Employment Orientation program. Recommendations will be based on a yearly review of program results and priorities within the Nursing Strategy.

## **VII. ACCOUNTABILITIES**

- 7.1 The Nursing Policy Advisor is responsible for funding allocations on a yearly basis in accordance with up-to-date health human resource requirements and other relevant documentation.
- 7.2 Employers are responsible for the application of the policy in the delivery of orientation programs.

## **VIII. MONITORING**

- 8.1 Participating employers are responsible for monitoring Employment Orientation efforts supported through Nova Scotia Nursing Strategy funding.
- 8.2 The Nursing Policy Advisor is responsible for monitoring policy implementation.
- 8.3 The Nursing Policy Advisor is responsible for monitoring the effectiveness of the Employment Orientation program on workforce development

## **IX. ENQUIRIES**

All enquiries relating to the interpretation and application of this policy should be referred to:

Nursing Policy Advisor	Phone: 424-0122
Department of Health	Fax: 424-6690
P.O. Box 488	E-mail: <a href="mailto:NursingStrategy@gov.ns.ca">NursingStrategy@gov.ns.ca</a>
Halifax, NS B3J 2R8	

## **X. APPENDICES**

Appendix I *Nursing Strategy - Employment Orientation Program - Employer Quarterly Report Form*

Appendix II *Nursing Strategy - Employment Orientation Program – Funding Guide*



**NURSING STRATEGY – EMPLOYMENT ORIENTATION PROGRAM – EMPLOYER QUARTERLY REPORT FORM**

Requested by: \_\_\_\_\_ for reimbursement of Employment Orientation funds for the period:  
 (name of organization/facility)

April-June       July-September       October-December       January-March       Year \_\_\_\_\_

Using the Funding Guide (Appendix II) of Nova Scotia's Nursing Strategy Employment Orientation policy, please complete the following:

EMPLOYEE'S NAME	DATE HIRED <i>(starts new position)</i>	PROF. DESIGNATION RN / LPN	TYPE OF UNIT	LENGTH OF ORIENTATION PROGRAM * (Hours)	DATE COMPLETED	ORIENTATION CATEGORY	ORIENTATION ALLOWANCE CLAIMED
<b>Total Box A</b>							

\* Length of Employment Orientation Programs and/or training must be reported in hours (1 day = 7.5 hours).

**NURSING STRATEGY – EMPLOYMENT ORIENTATION PROGRAM – EMPLOYER QUARTERLY REPORT FORM**

EMPLOYEE'S NAME	DATE HIRED <i>(starts new position)</i>	PROF. DESIGNATION RN / LPN	TYPE OF UNIT	LENGTH OF ORIENTATION PROGRAM* (Hours)	DATE COMPLETED	ORIENTATION CATEGORY	ORIENTATION ALLOWANCE CLAIMED
<b>Total Box B</b>							

	<b>TOTAL BOX A</b>	
	<b>+ TOTAL BOX B</b>	
	<b>= TOTAL FUNDING REQUESTED</b>	

\* Length of Employment Orientation Programs must be reported in hours (1 day = 7.5 hours). \_\_\_\_\_

Employer verification: I certify that the amounts in this claim meet the terms and conditions as outlined in the DoH Policy *Nova Scotia's Nursing Strategy Employment Orientation*.

Name *(please print)*: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>DOH USE ONLY</b>	
<b>Date Received:</b> _____	<b>Authorized Signature:</b> _____

# Nova Scotia Department of Health

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## Subject: Nova Scotia's Nursing Strategy Employment Orientation Program – Funding Guide

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Employment orientation claims, up to the maximum for the year, will be based on the following guide.

<b>FUNDING GUIDE</b>	
<b>Orientation Category</b>	<b>Orientation Allowance</b>
RN - New Hire/Experienced Nurse (NH/EN) or <b>Internal Transfer (IT)</b> *	\$1250
RN - New Hire/New Graduate (NH/NG)	\$2500
LPN - New Hire/Experienced Nurse (NH/EN) or <b>Internal Transfer (IT)</b> *	\$500
LPN - New Hire/New Graduate (NH/NG)	\$750

\* **Applies only to transfers which require the nurse to learn new competencies. Moving to a similar unit in the same facility does not qualify.**



# Nova Scotia Department of Health

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**Subject: Nova Scotia's Nursing Strategy**  
***Continuing Education***

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**Effective date:** April 2007  
**Review date:** March 2009

**Approved by:** *Original signed by Donna Denney*  
Nursing Policy Advisor

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## **I. POLICY STATEMENT**

The Nova Scotia Department of Health is committed to addressing the health human resources requirements for a quality health care system. The Nova Scotia Department of Health supports the *Nova Scotia Nursing Strategy, April 2001*, and is committed to the implementation of initiatives identified in that document.

Support for a wide range of education opportunities is essential to the development of a strong work force of nursing professionals. To encourage the maintenance and enhancement of nursing competencies and the pursuit of career opportunities within and related to nursing<sup>1</sup>, the Department will support ongoing staff development of Registered Nurses and Licensed Practical Nurses through Continuing Education opportunities.

## **II. DEFINITIONS**

- 2.1 Continuing Education: Learning activities for Registered Nurses (RNs) and Licensed Practical Nurses (LPNs) designed to maintain and enhance knowledge, skills and competencies.
- 2.2 Additional Costs: Additional costs incurred by RNs and LPNs involved in learning activities include the costs of travel and salary replacement.

## **III. POLICY OBJECTIVES**

The objectives of this policy are to:

- 3.1 maintain and enhance individual nursing competencies
- 3.2 support ongoing education and training in support of nurse's commitment to lifelong learning in evolving practice environments
- 3.3 support quality practice environments
- 3.4 support the recruitment and retention of nurses in Nova Scotia with consideration given to the unique needs of rural nurses

## **IV. APPLICATION**

This policy applies to:

- 4.1 Eligible employees including RNs and LPNs who hold an active practicing class license
- 4.2 Eligible employers including District Health Authorities (DHAs), IWK health Centre; VON; Department of Health Home Care Nova Scotia, as well as Long Term Care (LTC)

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<sup>1</sup> For the purpose of this policy, domains of nursing practice are direct care, education, administration and research.

facilities funded by the Department of Health

## **V. POLICY DIRECTIVES**

### 5.1 Employer Responsibilities

- 5.1.1 The employer will be responsible for managing Continuing Education funds and for promoting/ensuring nurses are made aware of the process for accessing Nursing Strategy CE funds.
- 5.1.2 Employers are responsible for allocating continuing education funds to meet the educational needs of both entry-level and experienced nurses in Nova Scotia with consideration given to the unique needs of rural nurses. Whereas Nursing Strategy funding is allocated to employers according to their overall nursing FTEs, employers are responsible for ensuring proportionate allocation of continuing education funds based on the number of nurse FTEs in rural facilities (i.e. facilities other than regional health centers).
- 5.1.3 The employer will be responsible for completing a quarterly report (Appendix I) and appending it to an invoice for billing the Department of Health for eligible and appropriate costs. Reimbursement will be to the approved funding limit established for each employer at the start of the fiscal year. Reports will be due within 30 days from the end of each quarter of the fiscal year. Reports will include:
  - Name of facility
  - Type of education/training program (university course, conference, workshop, certification program)
  - Topic (or name) of education/training program
  - Number attending and position type (RN, LPN)
  - Tuition/registration cost per person
  - Additional costs
  - Length of training

### 5.2 Nursing Policy Advisor Responsibilities

- 5.2.1 The Nursing Policy Advisor will be responsible for determining an annual approved spending limit for each employer and for communicating this limit to employers in writing at the start of the fiscal year.
- 5.2.2 The Nursing Policy Advisor will be responsible for the review of semi-annual reports and timely reimbursement of employers' continuing education costs to a maximum of the total funding available for each employer, outlined as per 5.2.1.
- 5.2.3 The Nursing Policy Advisor will be responsible for the collation of information provided by employers through the quarterly reporting process and for the development of an Annual Report based on that information.
- 5.2.4 The Nursing Policy Advisor will be responsible for analyzing the information provided for trends and issues.

## **VI. POLICY GUIDELINES**

- 6.1 Learning activities may be competency based and job specific or they may be directed to the individual nurse's personal and professional goals for career enhancement in nursing practice.
- 6.2 The employer may choose to develop a framework for determination of broad-based

- learning needs, application process for employees, eligibility, and approval criteria.
- 6.3 The Nursing Policy Advisor will participate in the Department of Health Business Planning process and make recommendations for Departmental contribution to Continuing Education. Recommendations will be based on a yearly review of program results and priorities within the Nursing Strategy.

## **VII. ACCOUNTABILITIES**

- 7.1 The Nursing Policy Advisor is responsible for determining the funding methodology on a yearly basis in accordance with up-to-date health human resource requirements and other relevant documentation.
- 7.2 Employers are responsible for ensuring equitable access to continuing education funds for RNs and LPNs.

## **VIII. MONITORING**

- 8.1 Participating employers are responsible for monitoring Continuing Education funds.
- 8.2 The Nursing Policy Advisor is responsible for monitoring policy implementation.
- 8.3 The Nursing Policy Advisor is responsible for monitoring the effectiveness of the program on workforce development.

## **IX. ENQUIRIES**

All enquiries relating to the interpretation and application of this policy should be referred to:

Nursing Policy Advisor  
Department of Health  
PO Box 488  
Halifax, Nova Scotia B3J 2R8

Phone: 424-5881  
Fax: 424-6690  
E-mail: [nursingstrategy@gov.ns.ca](mailto:nursingstrategy@gov.ns.ca)

## **X. APPENDICES**

Appendix I *Nursing Strategy – Continuing Education - Employer Quarterly Report Form*







# Nova Scotia Department of Health

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## **Subject: Nova Scotia's Nursing Strategy *Relocation Allowance Program***

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**Effective date:** April 2007  
**Review date:** March 2009

**Approved by:** Original signed by Donna Denney  
Nursing Policy Advisor

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### **I. POLICY STATEMENT**

The Nova Scotia Department of Health is committed to addressing the health human resource requirements for a quality health care system. The Nova Scotia Department of Health supports *Nova Scotia's Nursing Strategy, April 2001*, and is committed to the implementation of initiatives identified in that document.

To support efforts in attracting and retaining the best qualified nurses within the national and international nurse-marketing arena, the Department will support the relocation allowance initiative for eligible Registered Nurses (RNs) and Licensed Practical Nurses (LPNs) moving to Nova Scotia for employment.

### **II. DEFINITIONS**

- 2.1 Relocation Allowance: Financial support for relocation to the province for employment opportunities and career advancement in the field of nursing.
- 2.2 Return-in-Service Commitment: A written contract stating the employee's commitment to provide service for a period of one year as a RN or LPN in return for an investment made by the employer.

### **III. POLICY OBJECTIVES**

The objectives of this policy are to:

- 3.1 attract qualified nurses:
  - 3.1.1 encourage nurses educated or previously employed in Nova Scotia to return to the province for career opportunities
  - 3.1.2 encourage nursing professionals from outside the province or country to relocate to Nova Scotia for career opportunities
- 3.3 achieve a net gain in the nursing workforce

### **IV. APPLICATION**

This policy applies to:

- 4.1 Eligible employees including Registered Nurses (RNs) and Licensed Practical Nurses (LPNs):
  - 4.1.1 from outside the province and/or country
  - 4.1.2 hired to work in a permanent full time, part time or temporary position of at least one year's duration
  - 4.1.3 hired to work in a position which requires them to be a practising nurse

- 4.1.4 hired to work in a casual position but have obtained a permanent full time, part time or temporary position of at least one year's duration within 90 days of their date of hire.
- 4.2 Eligible employers including District Health Authorities (DHAs); IWK Health Centre; VON; Department of Health Home Care Nova Scotia; as well as Long Term Care facilities funded by the Department of Health

## V. POLICY DIRECTIVES

### 5.1 Employee Responsibilities

- 5.1.1 The employee will be responsible for review of the terms and conditions for relocation allowance as provided by the employer and, upon acceptance, comply with those terms and conditions.
- 5.1.2 The employee will be responsible for the submission of a claim for expenses, supported by necessary documentation, within one year of start date of employment.
- 5.1.3 The employee will provide a one-year return-in-service commitment following licensure to the employer. The employee will be responsible for repayment of relocation allowance if they voluntarily terminate employment prior to completion of the one-year commitment. Repayment will be pro-rated based on the proportion of time remaining in the agreement.

### 5.2 Employer Responsibilities

- 5.1.1 The employer will be responsible for administration of the relocation allowance initiative in accordance with criteria set in this policy.
- 5.1.2 The employer will be responsible for providing information regarding relocation allowance to the eligible employee and ensuring their understanding and acceptance.
- 5.1.3 The employer will be responsible for securing a one-year return-in-service commitment in their organization.
- 5.1.4 The employer will be responsible for determining compliance with allowable moving expenses as submitted by the employee which include:
- 5.1.4.1 Travel expenses to move the employee and members of her/his household, including:
- transportation - *economy airfare, train, mileage as per employer policy or \$0.3885/km, ferries, highway tolls*
  - meals - *as per employer policy or \$6-breakfast/\$12-lunch/\$20-dinner (no receipts necessary)*
  - accommodations - *reasonable lodging during travel*
- 5.1.4.2 Transportation and storage costs for household effects
- 5.1.4.3 The cost of cancelling an unexpired lease
- 5.1.4.4 The cost of selling a former home, including legal fees and real estate commissions, as well as legal fees for the purchase of a new property
- 5.1.4.5 The cost to replace automobile permits and driving licenses
- 5.1.4.6 The cost of utility hook ups and disconnections
- 5.1.4.7 The cost of interim lodging (a per diem rate of \$20 may be applied if there is no formal charge for lodging; i.e., lodge with

friend or family) and meal expenses in Nova Scotia as PREAPPROVED by the employer, not to exceed 14 days.

- 5.1.5 Submission of a claim for reimbursement of expenses MUST be supported by original receipts, unless otherwise indicated in this policy. The employer will be responsible for ensuring submissions include all necessary documentation. The employer is required to retain all original documents and receipts which may be required by the Department of Health for review.
  - 5.1.6 The employer has final approval in determining the eligibility of any and all expenses claimed by the employee. The maximum relocation allowance available is \$5000 per person. In the case that more than one member of the household is eligible for relocation allowance, each person must submit a claim with original receipts as per 5.1.3 and 5.1.4. The same expenses may not be claimed for reimbursement more than once.
  - 5.1.7 The employer will be responsible for completing a quarterly report (Appendix I) and appending it to an invoice for submission to the Department of Health for reimbursement. Reports will be due within 30 days from the end of each fiscal quarter (July 31, October 31, January 31, and April 30). Reports will include:
    - Name of organization
    - Employee's name
    - Professional designation (RN/LPN)
    - Position filled (permanent/temporary and FT/PT)
    - Clinical area
    - Relocated from
    - Learned of vacancy from
    - Year of graduation
    - Amount of relocation allowance
    - Repayment received (where applicable)
  - 5.1.8 The employer will be responsible for retaining complete records for each claim made for relocation allowance in accordance with generally accepted accounting and audit procedures.
  - 5.1.9 The employer will be responsible for application of repayment procedures if an employee voluntarily terminates employment prior to completion of the one-year service contract. Repayment will be pro-rated based on the proportion of time remaining in the contract. The employer will notify the Department of Health of each breach of contract and pro-rated amount charged the employee - refer to Appendix I, Nursing Strategy - Relocation Allowance - Quarterly Report.
- 5.3 Nursing Policy Advisor Responsibilities
- 5.3.1 The Nursing Policy Advisor will be responsible for review of quarterly reports and timely reimbursement of relocation allowance expenses to employers.
  - 5.3.2 The Nursing Policy Advisor will be responsible for the collation of information provided by employers through the quarterly reporting process and for developing an Annual Report based on that information.

## **VI. POLICY GUIDELINES**

- 6.1 The Nursing Policy Advisor will participate in the Department of Health Business Planning process and make recommendations for Departmental contribution to the Relocation Allowance initiative. Recommendations will be based on a yearly review of program results and priorities within the Nursing Strategy.
- 6.2 In extraordinary circumstances, the return-in-service agreement may be renegotiated between employers should the employee assume a position elsewhere in the province.

## **VII. ACCOUNTABILITIES**

- 7.1 The Nursing Policy Advisor is responsible for funding allocations on a yearly basis in accordance with up-to-date health human resource requirements and other relevant documentation.
- 7.2 Employers are responsible for the application of the policy in the delivery of relocation allowances to employees.

## **VIII. MONITORING**

- 8.1 The Nursing Policy Advisor is responsible for monitoring policy implementation.
- 8.2 The Nursing Policy Advisor is responsible for monitoring the effectiveness of the program on recruitment; specifically, the effectiveness of relocation allowances on recruitment of nurses from outside of Nova Scotia and achieving a net gain in the province's nursing workforce.

## **X. ENQUIRIES**

All enquiries relating to the interpretation and application of this policy should be referred to:

Nursing Policy Advisor	Phone: 424-0122
Department of Health	Fax: 424-6690
P.O. Box 488	E-mail: <a href="mailto:NursingStrategy@gov.ns.ca">NursingStrategy@gov.ns.ca</a>
Halifax, NS B3J 2R8	

## **XI. APPENDICES**

Appendix I *Nursing Strategy - Relocation Allowance Program - Employer Quarterly Report Form*

**NURSING STRATEGY – RELOCATION ALLOWANCE – EMPLOYER QUARTERLY REPORT**

Requested by: \_\_\_\_\_  
 (name of organization/facility)

for reimbursement of Relocation Allowance funds provided to eligible employees for the period:

April-June       July-September       October-December       January-March       Year \_\_\_\_\_

EMPLOYEE'S NAME	PROF. DESIGNATION		POSITION FILLED Permanent/Temporary FT/PT	CLINICAL AREA	RELOCATED FROM	LEARNED OF VACANCY FROM *	YEAR OF GRADUATION	AMOUNT OF RELOCATION ALLOWANCE
	RN	LPN						
							<b>Total Box A</b>	

\* see next page for categories

## NURSING STRATEGY – RELOCATION ALLOWANCE – EMPLOYER QUARTERLY REPORT

Repayments received as per 5.1.9 of the Relocation Allowance Policy.

EMPLOYEE'S NAME	RELOCATION AMOUNT PAID	# MONTHS NOT COMPLETED	CALCULATED REPAYMENT AMOUNT	REPAYMENT RECEIVED

<b>Total Box B</b>
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<b>* Learned of Vacancy From:</b>	
Job Fair	JF
School	S
Internet	I
Newspaper	N
Word of Mouth	W
Professional Journal	PJ
Other <i>(please specify)</i>	O

<i>TOTAL BOX A</i>	
<i>– TOTAL BOX B</i>	
<b>= TOTAL FUNDING REQUESTED</b>	

Employer verification: I certify that the amounts in this claim meet the terms and conditions as outlined in the DoH Policy *Nova Scotia's Nursing Strategy Relocation Allowance*.

Name *(please print)*: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DOH USE ONLY	
Date Received:	Authorized Signature:

# Nova Scotia Department of Health

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## **Subject: Nova Scotia's Nursing Strategy New Graduate Transition Allowance**

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**Effective date:** April 2007

**Approved by:** *Original signed by Donna Denney*

**Review date:** March 2009

**Nursing Policy Advisor**

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### **I. POLICY STATEMENT**

The Nova Scotia Department of Health is committed to supporting initiatives addressing the health human resource requirements for a quality health care system. To support efforts in recruiting new Nova Scotia graduates from a Bachelor of Science in Nursing (BScN) program or Bachelor in Nursing (BN) program to remain in Nova Scotia following graduation, and retention efforts through enhanced opportunities to develop competencies and confidence immediately following graduation, the Department will support the New Graduate Transition Allowance for eligible new graduates.

### **II. DEFINITIONS**

- 2.1 New Graduate Transition Allowance: A monetary grant awarded to an eligible new graduate selected from among those completing the application process.

### **III. POLICY OBJECTIVES**

The objectives of this policy are to:

- 3.1 support eligible employers across the province in recruiting and retaining new nursing graduates to their organization
- 3.2 support new employees during their transition period in the workplace

### **IV. APPLICATION**

This policy applies to:

- 4.1 Eligible new graduates:
- 4.1.1 Students in their final term of a BScN or BN program or in their final term of an accelerated BScN program including:
- Nursing students at Dalhousie University, St. Francis Xavier University, and Cape Breton University
  - Nova Scotia residents in their final term of a BScN or BN program in another province and who intend to return to Nova Scotia upon graduation
- 4.1.2 hired to work in an entry-level position within Nova Scotia immediately following graduation
- 4.2 Eligible Employers:

- 4.2.1 including District Health Authorities (DHAs), IWK Health Centre, Department of Health Home Care Nova Scotia, as well as Long Term Care facilities funded by the Department of Health
- 4.2.2 able to provide beginning nurses with work in entry-level positions where they will have access to and be able to work with experienced nurses in similar positions.

## **V. POLICY DIRECTIVES**

### **5.1 Employer Responsibilities**

- 5.1.1 Once notified by the Department of Health of the approved number of allowances for their organization, eligible employers will be responsible for developing and managing the application and selection process of new graduates.
- 5.1.2 Eligible employers will be responsible for informing successful new graduates in writing.
- 5.1.3 Eligible employers will be responsible for developing and managing the return-in-service agreement. The agreement must include a:
  - Twelve-month return-in-service period commencing with the attainment of an active practicing class licence (RN).
  - Requirement to repay all funds for new graduates who fail to meet the requirements of the BScN or BN program, withdraw from that program or fail to pass the licensure exam.
  - Requirement to repay funds on a pro-rated basis for new graduates who fail to complete the required return-in-service period.
- 5.1.4 Eligible employers will be responsible for the transfer of funds to the new graduate upon acceptance of the award and signing of the return-in service agreement.
- 5.1.5 The employer will be responsible for the application of repayment procedures if the new graduate (or employee) does not meet the terms and conditions of the return-in-service agreement as described in 5.1.3. The employer will notify the Department of Health of each breach of contract and pro-rated amount charged the employee - refer to Appendix I, Bachelor of Science in Nursing, New Graduate Transition Allowance - Annual Report.
- 5.1.6 The employer will be responsible to notify the Nursing Policy Advisor of new graduates who are accepting employment in the facility with a New Graduate Transition Allowance.
- 5.1.7 The employer will be responsible for the submission of an Annual Report to the Department of Health in request for reimbursement of New Graduate Transition Allowance funds provided to new graduates (Appendix I). Reports in request for funding will be due March 31<sup>st</sup>. Reports will include:
  - Name of facility
  - Name of employee
  - Dates of return-in-service agreement
  - Amount of funds returned by new graduates not completing requirements of return-in-service agreement for previous year, including reason (did not graduate, failed to pass licensure

exam, did not begin employment, left employment prior to completion of term)

5.2 University Responsibilities

5.2.1 Dalhousie University, St. Francis Xavier University and Cape Breton University Schools of Nursing faculty are responsible for informing students about the New Graduate Transition Allowance, employer application processes and for providing students with a list and contact information of eligible employers.

5.3 Nursing Policy Advisor Responsibilities

5.3.1 The Nursing Policy Advisor will be responsible for the determination of the amount of each allowance and number of allowances that will be made available to employers. The Nursing Policy Advisor will be responsible for written communication to all employers and universities (Dalhousie University, St. Francis Xavier University and Cape Breton University Schools of Nursing) on a yearly basis outlining this information.

5.3.2 The Nursing Policy Advisor will be responsible for informing successful employers in writing of the number of allowances available for their facility and the provision of a list of eligible employers province wide to Dalhousie University, St. Francis Xavier University and Cape Breton University Schools of Nursing.

5.3.3 The Nursing Policy Advisor will be responsible for the collation of information provided by employers through the annual reporting process and for the development of an Annual Report based on that information.

**VI. POLICY GUIDELINES**

6.1 In determination of eligible employers, the Nursing Policy Advisor will ensure, to the extent possible, geographic distribution of allowances throughout the province.

6.2 The Nursing Policy Advisor will participate in the Department of Health Business Planning process and make recommendations that support recruitment and retention. Recommendations will be based on a yearly review of program results and provincial health human resource requirements.

6.3 The employer may, at their discretion, provide the new graduate with a leave of absence in the case that the new graduate has failed to pass the licensure exam and has been scheduled to rewrite the examination within a defined period of time.

6.4 New graduates will receive only one New Graduate Transition Allowance.

**VII. ACCOUNTABILITIES**

7.1 The Nursing Policy Advisor is responsible for ensuring the determination of the amount and number of allowances that will be made available to eligible employers on a yearly basis in accordance with up-to-date health human resource requirements and other relevant documentation.

## **VIII. MONITORING**

- 8.1 Participating employers are responsible for monitoring new graduates' completion of the terms of the New Graduate Transition Allowance, including completion of the university program, attainment of a license to practice, and completion of the requirements outlined in the return-in-service agreement.
- 8.2 The Nursing Policy Advisor is responsible for monitoring policy implementation.
- 8.3 The Nursing Policy Advisor is responsible for monitoring the effectiveness of the program on recruitment and retention.

## **IX. ENQUIRIES**

All enquiries relating to the interpretation and application of this policy should be referred to:

Nursing Policy Advisor  
Department of Health  
PO Box 488  
Halifax, Nova Scotia B3J 2R8

Phone: 424-0122  
Fax: 424-6690  
E-mail: [nursingstrategy@gov.ns.ca](mailto:nursingstrategy@gov.ns.ca)

## **X. APPENDICES**

Appendix I *Nursing Strategy – New Graduate Transition Allowance– Employer Annual Report Form*

**NURSING STRATEGY – NEW GRADUATE TRANSITION ADJUSTMENT ALLOWANCE – EMPLOYER ANNUAL REPORT FORM**

Requested by: \_\_\_\_\_  
 (name of organization/facility)

for reimbursement of New Graduate Transition Adjustment Allowance funds provided to eligible students graduating: \_\_\_\_\_ (year)

EMPLOYEE'S NAME	DATE OF EMPLOYMENT	PROJECTED DATE RETURN-IN-SERVICE AGREEMENT COMPLETED	UNIVERSITY PROGRAM	AMOUNT OF ALLOWANCE
			<b>Total Box A</b>	

**NURSING STRATEGY – NEW GRADUATE TRANSITION ADJUSTMENT ALLOWANCE – EMPLOYER ANNUAL REPORT FORM**

Repayments received as per 5.1.5 of the New Graduate Transition Adjustment Allowance Policy.

NAME OF ALLOWANCE RECIPIENT	REASON RETURN-IN-SERVICE AGREEMENT WAS NOT COMPLETED	AMOUNT REPAID
		<b>Total Box B</b>

<i>TOTAL BOX A</i>	
<i>– TOTAL BOX B</i>	
<b>= TOTAL FUNDING REQUESTED</b>	

Employer verification: I certify that the amounts in this claim meet the terms and conditions as outlined in the DoH Policy *Nova Scotia's Nursing Strategy: New Graduate Transition Adjustment Allowance*.

Name *(please print)*: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>DOH USE ONLY</b>	
Date Received:	Authorized Signature:

# Nova Scotia Department of Health

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**Subject: Nova Scotia's Nursing Strategy**  
***Co-operative Learning Experience Program***

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**Effective date:** April 2007  
**Review date:** March 2009

**Approved by:** Original signed by Donna Denney  
Nursing Policy Advisor

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## **I. POLICY STATEMENT**

The Nova Scotia Department of Health is committed to addressing the health human resource requirements for a quality health care system. The Nova Scotia Department of Health supports *Nova Scotia's Nursing Strategy, April 2001*, and is committed to the implementation of initiatives identified in that document.

The Department will support the Co-operative Learning Experience Program for eligible nursing students participating in university undergraduate nursing programs in Nova Scotia. The Co-operative Learning Experience Program is not just a work experience, but an opportunity for learning and reflection on nursing.

## **II. DEFINITIONS**

- 2.1 Co-operative Learning Experience: An employment experience designed for students to integrate theoretical learning with practical application within an employer-employee relationship.
- 2.2 Preceptor: A pre-selected, trained and experienced nurse (preceptor) who partners with a student or new employee (learner) to assist them in acquiring the necessary knowledge, skills and attributes required to function effectively in the workplace<sup>1</sup>.

## **III. POLICY OBJECTIVES**

The objectives of this policy are to:

- 3.1 support nursing students in developing practical skills
- 3.2 provide an opportunity for nursing students to better understand the role and responsibilities of nurses
- 3.3 introduce students to a range of practice options
- 3.4 promote integration of students into the workplace culture
- 3.5 provide an opportunity for nursing students to experience an employment relationship in the health care system
- 3.6 increase the likelihood that new graduates will remain in the province, especially in rural areas
- 3.7 decrease future workplace orientation costs

## **IV. APPLICATION**

This policy applies to:

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<sup>1</sup> Nova Scotia Provincial Preceptor Program (2004)

- 4.1 Third-year students in the Bachelor of Science in Nursing Programs at Dalhousie University, St. Francis Xavier University, and Cape Breton University
- 4.2 Eligible employers, including District Health Authorities (DHAs); IWK Health Centre; and Long Term Care facilities funded by the Department of Health

## **V. POLICY DIRECTIVES**

### **5.1 Employer Responsibilities**

- 5.1.1 Employers are responsible for identifying potential Cooperative learning experiences available in their facility and/or agency and, where possible, matching students to sites based on student learning objectives.
- 5.1.2 Eligibility criteria for preceptors will be determined by the employer (health care institution).
- 5.1.3 Individual employers will be responsible for identification of potential preceptors based on eligibility criteria.
- 5.1.4 The employer will be responsible for the provision of preceptor orientation and training to define their tasks and expectations.
- 5.1.5 The employer will be responsible for the provision of nursing student employee orientation.
- 5.1.6 Selected preceptors will be responsible for ensuring that experiences contribute to the achievement of student learning objectives and that a student evaluation is completed and provided to the university.
- 5.1.7 Nursing student employee benefits will be administered by the employer as per the Labour Standards Code and the Pay and Benefits Guidelines (Appendix I).
- 5.1.8 The employer will complete a letter of appointment outlining the terms and conditions of employment as per 5.1.6.
- 5.1.9 The employer will be responsible for completing a report (Appendix II) and appending it to an invoice for billing the Department of Health for eligible and appropriate costs as outlined in section 5.3.1. This report must be submitted to the Department no later than September 15 each year.

### **5.2 University Responsibilities**

- 5.2.1 Eligibility criteria for nursing students will be determined by the university (educational institution).
- 5.2.2 The university will be responsible for informing the student population about the Co-operative Learning Experience Program and providing encouragement and support in the application process.
- 5.2.3 The university will assist the students in considering and developing their personal learning objectives.
- 5.2.4 The university will be responsible for the selection of students based on the eligibility criteria and the number of positions predetermined as per 5.3.1.
- 5.2.5 The university will be responsible for negotiating appropriate employment settings and for making Cooperative Learning Experience Guidelines available to employers.
- 5.2.6 The university will be responsible for identifying a "contact person" who will be available during the planning process and throughout the employment period. The contact person will be responsible for facilitating problem resolution for the duration of the Co-operative Learning Experience Program.

5.2.7 The university will be responsible for completing an evaluation and submitting the evaluation to the Nursing Policy Advisor and employers.

5.3 Nursing Policy Advisor Responsibilities

5.3.1 The Nursing Policy Advisor will be responsible for the determination of the following on a yearly basis:

- the number of positions from each eligible educational institution for which funding will be provided by the Department
- the hourly rate of pay
- the length of the program, including the number of weeks, average hours per week, as well as minimum and maximum number of hours required

5.3.2 The Nursing Policy Advisor will be responsible for providing to the university and employer, in writing, information as per 5.3.1.

5.3.3 The Nursing Policy Advisor will work with universities and employers to ensure to the extent possible:

- geographic distribution of students
- appropriate mix among acute care, mental health, and long term care service areas at a level appropriate to students who have completed third year in the nursing program
- Unfilled Cooperative seats are renegotiated in an appropriate manner.

## VI. POLICY GUIDELINES

6.1 To support the placement of students in rural areas of the province, the Nursing Policy Advisor, Department of Health, will work with employers to identify, to the extent possible, non-transferable co-operative placement positions in rural areas. Selection criteria will include facilities that:

- Have previously had difficulty attracting students and preceptor supports;
- Have a well-developed succession plan; and,
- Are anticipating above-average retirement rates.

6.2 The Nursing Policy Advisor will participate in the Department of Health Business Planning process and make recommendations that support the Co-operative Learning Experience Program. Recommendations will be based on a yearly review of program results and priorities within the Nursing Strategy.

## VII. ACCOUNTABILITIES

7.1 The university and the employer (health care institution) are responsible for the implementation of the program according to Departmental policy in support of policy objectives.

## VIII. MONITORING

8.1 Participating universities are responsible for evaluation of the Co-operative Learning Experience Program and reporting on the educational benefits for students, preceptors, and agency administrators to the Department of Health and employers.

- 8.2 The Nursing Policy Advisor is responsible for monitoring policy implementation.
- 8.3 The Nursing Policy Advisor is responsible for monitoring effectiveness of program on Students transition into the workforce. .

**IX. ENQUIRIES**

All enquiries relating to the interpretation and application of this policy should be referred to:

Nursing Policy Advisor	Phone: 424-0122
Department of Health	Fax: 424-6690
P.O. Box 488	E-mail: <a href="mailto:NursingStrategy@gov.ns.ca">NursingStrategy@gov.ns.ca</a>
Halifax, NS B3J 2R8	

**IX. APPENDICES**

Appendix I - *Co-operative Learning Experience Program - Payment and Benefits Guidelines*

Appendix II - *Nursing Strategy – Co-operative Learning Experience Program – Employer Report Form*

# Nova Scotia Department of Health

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## **Subject: Nova Scotia's Nursing Strategy Co-operative Learning Experience Program - *Pay and Benefits Guidelines***

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The following pay and benefits outline the relevant terms and conditions of employment as compensated by the Nova Scotia Department of Health. Co Op Nursing Students are employed in accordance with the Nova Scotia Labour Standard. They are not covered by NSNU, NSGEU or any other collective agreements. The period of employment will be ten (10) weeks in duration.

1. Students will receive a wage of \$14.30 per hour.
2. Students will receive an additional 4% vacation pay (in lieu of time taken as vacation).
3. Students will be paid for actual hours worked (not smoothed).
4. Students will receive the additional benefits of:
  - a. Holiday pay for Canada Day at time and one-half for hours worked plus a day in lieu (7.5 hours) **or** an additional day off (7.5 hours) if the holiday falls on a day of rest
  - b. Holiday pay for Labour Day at time and one-half for hours worked plus a day in lieu (7.5 hours) **or** an additional day off (7.5 hours) if the holiday falls on a day of rest
  - c. Overtime paid at time and one-half after 48 hours worked in a one week period based on the employer pay period.
  - d. Bereavement leave of 3 days unpaid for spouse, child, parent or guardian; 1 day unpaid for grandparent, grandchild, sister or brother
  - e. Workers Compensation
5. Students will **not** be entitled to:
  - a. Shift premium
  - b. Week-end premium
  - c. Paid sick leave
  - d. Paid family illness, emergency or medical/dental leave
  - e. Holiday pay for the civic holiday in August



**NURSING STRATEGY – CO-OPERATIVE LEARNING EXPERIENCE PROGRAM – EMPLOYER REPORT FORM**

Year \_\_\_\_\_

Requested by: \_\_\_\_\_ for reimbursement of Co-operative Learning Experience costs:  
 (name of organization/facility)

STUDENT'S NAME	START DATE	END DATE	TOTAL # HOURS WORKED	AMOUNT PAID (hours worked X hourly rate)	OVERTIME/ VACATION PAY	TOTAL COSTS
					<b>TOTAL COSTS</b>	

Employer verification: I certify that the amounts in this claim meet the terms and conditions as outlined in the DoH Policy *Nova Scotia's Nursing Strategy Co-operative Learning Experience*.

Name (please print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DOH USE ONLY	
Date Received: _____	Authorized Signature: _____



# Nova Scotia Department of Health

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**Subject: Nova Scotia's Nursing Strategy**  
***Nursing Re-entry (RN) Financial Award Program***

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**Effective date:** April 2007  
**Review date:** March 2009

**Approved by:** Original signed by Donna Denney  
Nursing Policy Advisor

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## **I. POLICY STATEMENT**

The Nova Scotia Department of Health is committed to addressing the health human resource requirements for a quality health care system. The Nova Scotia Department of Health supports *Nova Scotia's Nursing Strategy, April 2001*, and is committed to the implementation of initiatives identified in that document.

To support efforts in recruiting and retaining skilled and experienced nurses who have been absent from the workforce, the Department will support the Re-entry Program initiative for eligible nurses who are re-entering the workforce.

## **II. DEFINITIONS**

- 2.1 Re-entry Program: A program targeted towards individuals who have been absent from **nursing** for a period of five (5) years or more and are unable to meet the regulatory requirements to maintain current licensure with the regulatory body.
- 2.2 Return-in-Service Commitment: A written contract stating the employee's commitment to provide service for a period of one year as a Registered Nurse (RN) in return for an investment made by the employer.

## **III. POLICY OBJECTIVES**

The objectives of this policy are to:

- 3.1 encourage eligible nurses across the province to re-enter the workforce by offsetting some of the tuition costs of re-entry education
- 3.2 support eligible nurses in acquiring the most current theory and clinical training required to practice nursing in Nova Scotia
- 3.3 contribute to the retention of nurses
- 3.3 achieve a net gain in the nursing workforce

## **IV. APPLICATION**

This policy applies to:

- 4.1 Eligible Nurses:
  - 4.1.1 eligible for registration to practice in Nova Scotia as determined by the College of Registered Nurses in Nova Scotia
  - 4.1.2 currently residing in Nova Scotia
  - 4.1.3 required to complete a re-entry program prior to application for entry into

- the active-practicing class register, as per the Registered Nurses Act and Registered Nurses Regulations
- 4.1.4 enrolled in a Re-entry Program approved by the College of Registered Nurses of Nova Scotia (CRNNS)
- 4.1.5 intending to remain in Nova Scotia to work as a RN
- 4.1.6 who have not received funding for the Re-entry program from any other source

## **V. POLICY DIRECTIVES**

- 5.1 Re-entry Candidate Responsibilities
  - 5.1.1 The Re-entry Candidate must provide proof of enrolment in an approved Nursing Re-entry Program.
  - 5.1.2 The Re-entry Candidate will be responsible for reviewing the terms and conditions for the financial award as provided by the Department of Health and, upon acceptance, comply with those terms and conditions.
  - 5.1.3 The Re-entry Candidate will notify the Department of Health immediately upon successful completion of the program.
  - 5.1.4 The Re-entry Candidate will keep the Department advised of an address and phone number at which the Re-entry Candidate can be contacted throughout the duration of the agreement.
  - 5.1.5 The Re-entry Candidate will obtain employment within the Province of Nova Scotia commensurate with the Re-entry Candidate's qualifications within 90 days of the program completion date.
  - 5.1.6 The Re-entry Candidate must be employed in a full-time, part-time or casual position and complete 1000 hours of work within eighteen months of commencing employment.
  - 5.1.7 The Re-entry Candidate must, upon completion of the 1000 worked hours, advise the Department and provide written verification from the employer.
  - 5.1.8 The Re-entry Candidate will, within 30 days of demand, be responsible for the full repayment of the financial award if the Re-entry Candidate fails to complete the program or withdraws from the program at any point.
  - 5.1.9 The Re-entry Candidate will be responsible for repayment of the financial award if they voluntarily terminate employment prior to completion of requirements as per 5.1.6. Repayment will be pro-rated based on the proportion of time remaining in the agreement.
  - 5.1.10 The Re-entry Candidate is responsible to inform the Department immediately if the Re-entry Candidate receives funding from another source and may be required to repay a portion or the total amount awarded.
- 5.2 Employer Responsibilities
  - 5.2.1 The Employers hiring Re-entry Candidates will be requested to provide reports on the completion of return-in-service agreements or breaches of contract as per 5.1.7 and 5.1.9.
- 5.3 Nursing Policy Advisor Responsibilities
  - 5.3.1 The Nursing Policy Advisor will be responsible for the review of applications and determination of successful candidates.
  - 5.3.2 The Nursing Policy Advisor will be responsible for the determination of the amount of the financial awards and the number of awards that will be made available.

- 5.3.3 The Nursing Policy Advisor will be responsible for the timely distribution of financial awards to successful candidates.
- 5.3.4 The Nursing Policy Advisor will be responsible for developing and managing the return-in service agreement. The agreement must include:
- The return-in-service period following licensure.
  - A requirement to repay all funds for candidates who fail to complete the Re-entry Program or withdraw from the program.
  - A requirement for candidates who fail to complete the required return-in-service period to repay funds on a prorated basis.
- 5.3.2 The Nursing Policy Advisor will be responsible for the collation of information provided by candidates and for preparing an Annual Report based on that information.

## **VI. POLICY GUIDELINES**

- 6.1 The Nursing Policy Advisor will participate in the Department of Health Business Planning process and make recommendations for Departmental contribution to the Re-entry Program Financial Award initiative. Recommendations will be based on a yearly review of program results and priorities within the Nursing Strategy.

## **VII. ACCOUNTABILITIES**

- 7.1 The Nursing Policy Advisor is responsible for appropriate utilization of Re-entry financial awards on a yearly basis in accordance with up-to-date health human resource requirements and other relevant documentation.

## **VIII. MONITORING**

- 8.1 The Nursing Policy Advisor is responsible for monitoring policy implementation.
- 8.2 The Nursing Policy Advisor is responsible for monitoring the effectiveness of the program; specifically, the effectiveness of the financial award in recruiting nursing professionals back into the workforce and achieving a net gain in the number of nurses working in the province.

## **X. ENQUIRIES**

All enquiries relating to the interpretation and application of this policy should be referred to:

Nursing Policy Advisor	Phone: 424-0122
Department of Health	Fax: 424-6690
P.O. Box 488	E-mail: <a href="mailto:NursingStrategy@gov.ns.ca">NursingStrategy@gov.ns.ca</a>
Halifax, NS B3J 2R8	

## **XI. APPENDICES**

Appendix I *Nursing Strategy – Re-entry Program Financial Award - Application*



