

# 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.**