

# 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*



# NURSING RE-ENTRY (RN) PROGRAM FINANCIAL AWARD APPLICATION

*Please note: application forms not fully completed will be returned for completion prior to being processed.*

NAME:

ADDRESS:

MAILING ADDRESS:  
*(if different)*

PHONE #:

E-MAIL:

RE-ENTRY PROGRAM START DATE:

RE-ENTRY PROGRAM END DATE:  
*(or expected date)*

WHICH PROGRAM ARE YOU TAKING?  Full program  Modified program  
*Cost of Modified program if applicable:*

Is completion of this program required by the College of Registered Nurses of Nova Scotia prior to application for entry in the active-practising class register?  Yes  No

Have you or will you receive other funding for the Re-entry Program?  Yes  No  
If yes, provide source and amount of funding:

When and where were you last registered to practice nursing in Canada?  
Year: Province/Territory:

When and where were you last registered to practice nursing outside of Canada?  
Year: Country:

What were the major factors influencing your decision to complete the Re-entry Program and return to the nursing workforce?

Where did you hear about the Nursing Re-entry (RN) Financial Award Program?  
 Media (TV/Newspaper)  Grant MacEwan College  College of Registered Nurses of Nova Scotia  
 Other *(provide source)*

*I have provided all information to the best of my knowledge. I have read the Nursing Re-entry (RN) Program Financial Award policy and I understand that in order to be eligible for a Nursing Re-entry (RN) Financial Award I must read and sign a return-in-service agreement stating my intention to remain in Nova Scotia and work as a nurse for the time required.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

Date received: \_\_\_\_\_

Approved for funding: \_\_\_\_\_

Approved funding amount: \_\_\_\_\_

APPLICATION #: \_\_\_\_\_