

Guidelines for Application to the Late Career Nurse Initiative

May 2007

Purpose of this Guide This guide is designed to help applicants prepare a complete application to obtain funding under the *Late Career Nurse Initiative*. It contains specific instructions and provides information on the application review and approval process.

Applicants are encouraged to read through this guide before completing the application to ensure they fully understand the requirements.

Late Career Initiative The Late Career Nurse Initiative (LCNI) is designed to support nurses 55 years of age or older to remain in the workforce by offering opportunities to use their nursing knowledge, skills and experience in rewarding but less physically demanding alternate roles for a portion of their time. This initiative supports the *HealthForceOntario* goal of providing a positive work environment for existing staff.

This initiative has been in place for the past three years and it has been deemed very successful by stakeholders. This is an important step to ensuring that there is a sufficient supply of nurses to meet the health care needs of Ontarians.

Nurses in hospitals and long term care homes benefited from the opportunity to engage in nursing related activities that used their extensive knowledge and skills in roles that were less strenuous. The benefit to patients and employers was also great, as retaining experienced nurses enriches patient care.

Funding may be used for salary replacement costs, in order to allow front line, late career Registered Nurses (RNs), Registered Nurses in the extended class (RN (EC)s) and Registered Practical Nurses (RPNs) to spend 0.2FTE of their work time in less physically demanding roles. These roles must be created for a minimum of three months in length.

Suggestions for alternate roles include Mentoring programs, Educator Role for Patients/Residents and staff, Leadership and Professional Development Activities, Research, Education on Injury Prevention, Preceptoring, Managing Schedules, Family Educator, and Family Support contact person.

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Note: It is important to ensure that late career nurses are working in roles that are mutually satisfying to both the employer and nursing staff; therefore, it is imperative that employers engage late career nurses in the development of roles and program design.

Definition: Definition of Late Career Nurse:
A RN, RN(EC), or RPN that is 55 years of age or older and are currently providing direct patient care.

Goals of this initiative: To create opportunities for nurses to remain in the workforce by providing them with the opportunity to spend a portion of their work week in an alternate and/or expanded role that is less physically demanding.

To capitalize on the experience of late career nurses and to retain their expertise and skills; thereby benefiting other nursing staff, patients and the organization as a whole.

Who can apply: All hospitals and long term care homes may apply for the late career initiative. In order to be eligible to apply for funding the organization must verify that the following criteria have been met:

1. The organization applying for funds is a MOHLTC funded health care organization that employs nurses.
2. The organization applying for funds has the infrastructure to support successful implementation of the initiatives. This may include physical infrastructure, nursing education or professional development initiatives and management supports.
3. Organizations that have nurses over 55 who would remain in the workforce and participate in the initiative for 20% of their time.
4. All funds will be applied solely for the purpose intended (staff replacement costs while nurse is acting in the alternate role).
5. The organization applying for funds must not have previously received funding in the 2007-08 fiscal year for the same initiative from other sources, including MOHLTC.

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How to get started in your application: Long Term Care Home and Hospital Organizations must complete the online application form **by June 29th, 2007 4pm EST** using the following steps:

Note: Hospital Organizations must complete one application per initiative on behalf of all sites affiliated with the organization (i.e. one application per organization, not per site).

Long Term Care Homes are asked to complete one application per initiative for each Home.

Step One:

Print a copy of the initiative guidelines and application questions. Read all documents carefully in order to ensure that you are prepared to complete the application process.

Step Two:

Consult with point of care nursing staff, union representatives and other groups that may be involved regarding the funding opportunity and the organization's plans.

Note: In order to meet the goal of improving work life, working conditions and opportunities, organizations and employers must build strong relationships with their front line nursing staff. That is why one of the criteria for funding requires applicants to demonstrate they have developed their application in consultation with front line nursing staff and nursing leaders in the organization.

Step Three:

- 1) To access the online funding application, please go to the following web site: <https://www.healthinfo.moh.gov.on.ca/OFASWebApp>
- 2) Create registration. You will need your IFIS facility number. The IFIS facility number should be kept confidential.
- 3) You will be receiving an email confirming your successful registration.

Step Four:

- 1) Complete the application.
- 2) Information can be saved for further editing in the online application by clicking "save" on the form. **Remember to save frequently to avoid losing your information.**
- 3) Each text box has a page maximum attached. You will not be able to type any text past the maximum page limit set.

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Tip: For editing purposes, text may be created in a separate document and then copied into the text boxes online.

Step Five:

- 1) Print the application for your organization's reference.
- 2) **Submit an on-line application. Note that application in-progress will not be considered for review.**
- 3) Print two(2) copies to be signed for hard copy submission.
- 4) Follow the instructions to submit the application online for review.
- 5) **Submit two(2) hard copies of applications to:**

**The Nursing Secretariat
56 Wellesley St. West, 12th Floor
Toronto ON M5S 2S3**

- 6) All applications must be submitted by 4:00 pm EST on the due date (as stated above). Applications will not be accepted after the deadline.

Tip: After applications have been submitted they cannot be retrieved. Be sure the application is complete before submitting.

If you need assistance: Help Line: If you require any assistance, contact the MOHLTC Help Desk at 416-327-4357 or toll free at 1-800-707-8493

What is the review process?

The applications will be reviewed by the Ministry of Health, based on the eligibility and review criteria included in the application guidelines. If eligible requests exceed the amount of funding available, the Ministry will strive for regional equity in the allocation process and may partially fund some requests.

If an application is missing some of the required information or the application is not complete, the application will not be considered for review.

Applicants should be aware that all funding decisions are final.

All applicants will be notified of decisions in writing. Funding decisions will not be communicated by phone to applicants. All effort will be made to notify the applicants as soon as possible following the review

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and approval process.

Not all applicants will be approved for funding. Unsuccessful applicants will be notified.

Notification of approval will include a funding agreement that will outline the terms and conditions of the funding. The terms and conditions of this agreement are non-negotiable.

Once this agreement has been signed and returned to the Ministry, the organization may begin implementation.

Review Criteria: The Ministry *strongly* encourages organizations to partner together in the development of proposals in order to build capacity across the health care system. For example, a large organization could offer to lend support to a small organization with its application.

Applications will receive a score out of **26** and will be assessed against the following criteria:

Criterion	Score
The applicant has a plan, including budget and timelines, which details how all funds requested will be spent by March 31, 2008	Mandatory
The application has been approved by the most Senior Nurse (e.g. Chief Nursing Officer/Executive or Nursing Director) and Senior Administrator (e.g. Chief Executive Officer).	Mandatory
Funding must be focused on RNs or RPNs who are 55 years or older and are <u>front-line</u> care staff.	Mandatory
All questions/sections of the application are complete.	2 points
The applicant has engaged front line staff in the design and implementation of the Late Career Initiative (e.g. development of roles).	3 points
The organization currently has: <ul style="list-style-type: none"> • other existing retention activities that will work in conjunction with Late Career Initiative • other retention activities in place • no other retention activities 	4 out of 4 pts 3 out of 4 pts 0 out of 4 pts
The application demonstrates synergy with other retention or Nursing Strategy initiatives.	2 points
The applicant has shown how the alternate roles will benefit staff <ul style="list-style-type: none"> • obvious benefit to staff • adequate evidence of benefit to staff 	5 out of 5 pts 3 out of 5 pts

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<ul style="list-style-type: none"> no evidence of benefit to staff 	0 out of 5 pts
<p>The applicant has shown how the alternate roles will benefit patients</p> <ul style="list-style-type: none"> obvious benefit to patient/resident care adequate evidence of benefit to patient/resident care no evidence of benefit to patient/resident care 	<p>5 out of 5 pts</p> <p>3 out of 5 pts</p> <p>0 out of 5 pts</p>
<p>The organization has demonstrated its commitment to capacity building by lending support to other organization(s) in the development of a proposal for this initiative.</p>	4 points
<p>The timeline is feasible</p>	1 point

Please note: Funding is limited; therefore, applications will be ranked and grants awarded to the highest scoring applications.

Funding: Facilities can apply for three types of funding:

1. Funding to replace staff participating in newly created alternate roles.
2. Funding for the continuation of a program developed and implemented in 2006-2007 for this initiative.
3. Retroactive funding for roles created in 2006-2007 and continued in the first half of this fiscal year.

Continuing Roles: Some organizations have already designed, developed, obtained funding and implemented a program for this initiative in the previous fiscal year (2006/2007). Therefore, such organizations are eligible to apply for additional funds in order to sustain and/or expand their current program.

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Funding Guidelines: Below is an overview of how the Ministry will be allocating funds for the Late Career Nurse Initiative. The allocation will be based on the number of positions, type of position and length of placement.

Position (0.2 FTE)	Entry Wage (hourly)	Monthly Wage (30.0 hrs)	Monthly Benefits (24%)	Total Monthly Cost
RN (Hosp)	\$38.07	\$1,142.10	\$274.10	\$1,416.20
RN (LTC)	\$36.23	\$1,086.90	\$260.86	\$1,347.76
RPN	\$25.46	\$763.80	\$183.31	\$947.11

If approved, the Ministry will use the above guidelines to determine the amount of funding you will receive to support the Late Career initiative at your organization.

Reporting Requirements if Successful:

Successful applicants will be required to demonstrate accountability for use of the funds and must meet the reporting requirements outlined below.

The funding agreement will outline the terms and conditions for the use of the approved funds, including any necessary report backs and year-end remittance if required.

Reporting requirements include:

- specific performance measures for each initiative.
- an annual report on performance measures. Annual reports must be verified by the appropriate RN/RPN union representative, as applicable.

Any interim updates requested by the MOHLTC

General Terms and Conditions:

1. The Ministry reserves the right to determine the qualitative aspects of all applications relative to the evaluation criteria.
2. Decisions made by the Ministry are final. Due to the volume of applications, the Ministry will not accept any requests made by applicants to review the results of the evaluations.
3. Please ensure these guidelines are followed in preparing

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applications. Late applications, in-progress and incomplete applications will not be reviewed.

4. Please note that applicants should not assume any commitment on the part of the Ministry of Health and Long-Term Care until Ministerial approval for the program has been obtained and an agreement has been signed by both the applicant and by the Ministry.
5. Funding approval for successful applicants is subject to their entering into an agreement with the Ministry. The funding agreement will outline all of the terms and conditions associated with the grant funds, including accountability provisions.