

CONTINUING CARE ASSISTANT

BURSARY PROGRAM INFORMATION

October 2002 (as revised April 2004, February 2006 and July 2006, April 2007, February 2008, June 2011)

NOVA SCOTIA CONTINUING CARE ASSISTANT BURSARY PROGRAM

A] INTRODUCTION AND BACKGROUND

Continuing Care continues to face ongoing human resource challenges in the delivery of Continuing Care services. This is particularly so in the area of personal care and support services delivered by **C**ontinuing **C**are **A**ssistants (CCA), formerly designated as **H**ome **S**upport **W**orkers (HSW) or **P**ersonal **C**are **W**orkers (PCW). Difficulties in recruiting certified staff have been experienced in both urban and rural areas and have contributed to wait lists for services, understaffing and/or increased overtime costs and recruitment difficulties for Continuing Care nursing homes, homes for the aged and home care service providers.

B] CCA BURSARY ASSISTANCE PROGRAM

Nova Scotia **D**eartment of **H**ealth and **W**ellness (DHW), Continuing Care Branch has established a central funding pool to provide bursary assistance for individuals participating in an approved Nova Scotia CCA program to achieve CCA certification. These funds are available through licensed nursing homes, homes for the aged and approved home care agencies in Nova Scotia and are targeted at recruitment of CCAs to areas where current or forecasted staffing issues are anticipated to impair the effective and efficient delivery of Continuing Care services to Nova Scotians. The anticipated outcomes of the Continuing Care bursary program are:

- A consistent and equitable program approach to health human resource issues in the Continuing Care sector;
- The attainment of sufficient qualified staff to meet service demands, reducing/eliminating wait lists for home care service;
- A reduction in understaffing and/or overtime costs experienced by nursing homes and homes for the aged.
- An incentive for individuals to seek CCA certification.

Two types of CCA bursaries are available: –

- 1] **Recruitment bursaries** - available to individuals who are new recruits to the roll of CCA
- 2] **Retention bursaries** – available to assist existing HSW/PCW staff of a service provider who has obtained recruitment bursary funding, to enable the staff to achieve CCA certification.

Note: Funding equal to 10% of amount provided for recruitment bursaries may be available. e.g.- a service provider who receives \$10,000 dollars in bursaries for new recruits, can request an additional \$1,000 to support current employees to achieve CCA certification.

The Nova Scotia CCA certification program must be delivered through an approved educational provider and includes full-time, part-time, **Prior Learning Assessment & Recognition (PLAR)**, self-directed modules and on-line blended delivery studies.

C] ELIGIBILITY FOR BURSARY ASSISTANCE FUNDING:

To be eligible to access **Recruitment** bursary funding, the **service provider** must:

- Be a DHW funded Nursing Home, Home for the Aged or home support agency
- Participate regularly on the **District Level Committee (DLC)** for coordinated CCA recruitment
- Actively be involved in the recruitment of the students for whom they wish to obtain a bursary
- Provide placement opportunities for CCA students
- Submit a completed application requesting the bursary funding
- Ensure the students begin the CCA program within the current fiscal year
- Maintain records of bursary program utilization, including status of individual bursary recipients

To be eligible to access **Retention** bursary funding, the **service provider** must:

- Meet all the requirements for recruitment bursaries eligibly, and
- Have been awarded access to recruitment bursary funding

To be eligible to receive **Recruitment bursary** assistance, the **individual** applicant:

- Must be accepted into an approved NS CCA program
- Must agree to and sign a one-year return-in-service agreement (Attachment 3) between the individual applicant and an eligible sponsoring service provider by whom they were recruited to the CCA program.

And must meet one of the following criteria:

- Has not yet started the CCA program; or
- Is a conditional hire under Section 4.6 or 4.7 of Continuing Care's Educational Requirements for Entry to Practice Policy; or
- Is an existing employee of a Continuing Care service provider, not yet working in the role of a CCA but is seeking employment as a CCA, for example, dietary or housekeeping staff.

D] CONDITIONS FOR BURSARY FUNDING:

There is a need for recruitment of CCAs as demonstrated by:

- Existing wait list for Continuing Care services due to staff shortage;
- Excessive overtime costs due to staff shortage;

- Projected staff shortage due to planned retirement, normal attrition, etc.; and
- Known or projected growth in service demand.
- Funds for bursaries are available in the Department of Health and Wellness budget.
- Bursary funding is non-portable and can only be used to achieve NS CCA certification.
- Bursary assistance must be used for an approved process to achieve NS CCA certification.
- **Recruitment Bursaries** are available to new recruits to offset tuition costs. Up to 70% of the total tuition cost or a maximum of \$4,000 per student (which ever is least).
- **Retention bursaries** may be available to existing staff of an approved service provider who has accessed recruitment bursary funding, and who are working in the role of a CCA but wish to achieve NS CCA certification.
- Eligible tuition costs include all essential costs of the program including required certificate programs (ADODCC, First Aid/CPR, etc), textbooks, CCA Administration fee, required immunization and additional student fees.
- Bursary assistance is **not** available to cover costs of such items like clothing, supplies, transportation, or salary replacement costs
- Bursaries for CCA certification by the PLAR process are distributed in 2 phases:
 - Phase I: 70% of PLAR workshop cost to maximum of \$600.
 - Phase II: Completion of education gaps up to 70% of tuition costs to a maximum of \$3,400 (which ever is least).
- CCA equivalency program (all components) can be funded to a maximum of \$275 per student.
- Persons hired under Section 4.6 or 4.7 of Continuing Care's Educational Requirements for Entry to Practice policy (i.e. - conditional hires) are to be considered new recruits and are eligible for recruitment bursaries.

E] ANNUAL PROCESS FOR BURSARY DISTRIBUTION

- Approved bursary funds will be direct deposited to service providers upon submission of an original invoice (**NOT FAXES**) for the amount of the bursaries awarded to specific students, copies of the signed return-for-service agreements, and a copy of the actual education provider invoices verifying the tuition costs.

- Any bursary funds uncommitted by November 15th will be redistributed to service providers who have outstanding requests for bursary funding and who are able to recruit students and have these students start their CCA program before fiscal year end. Any unused or additional bursary funds will be distributed at the discretion of the Continuing Care Branch, Department of Health and Wellness.
 - Facility/agency applications should be completed to reflect both current and future CCA need as well as the funding available to assist in developing a provincial profile of HR need and to aid in future distribution of bursary funds.
 - There are various options that can affect the decision for choosing educational providers, including the varying tuition and other associated costs. It is the responsibility of the individual applicants and service providers to evaluate each option and select the education venue that best services their needs. A list of education providers can be found on the CCA website www.novascotiacc.ca under “Becoming a CCA”.
1. Bursary recommendation should be submitted to Director of Monitoring and Evaluation, Continuing Care Branch, Department of Health and Wellness, (attention- CJ Malton) for final approval.
 2. Funds will be sent to service provider, for approved plans, upon submission of an original invoice (**not fax**) for the bursaries along with the individual names and amounts of bursary for each student, copies of signed return-for-service agreements, and verification of tuition amount from the education provider. Please remember to submit education provider invoices.
 3. Service provider conducts bursary assistance program.
 4. Service providers are responsible to document and track use of funds provided by Continuing Care, and report to Continuing Care on expenditures and outcomes of bursary program.

Name of SERVICE PROVIDER:

COSTING DETAILS for REQUESTED RECRUITMENT and/or RETENTION BURSARIES for CCA CERTIFICATION

Recruitment Bursaries (for new recruits only)	Total tuition	x % (max. 70%)	= requested \$ * (max. \$4000)	# of bursaries	Total \$ Requested
a] Traditional Classroom		%			
b] PLAR Phase 1		%			
c] PLAR Phase 2		%			
Subtotal-Recruitment PLAR					
		%			
e] Equivalency modules					
f] Other - specify below		%			
Total Recruitment Bursaries					
# Placements will provide					
Retention Bursaries** (for current staff only)	Total \$ for retention	x % (max.10%)	= available \$	# of bursaries	Total \$ Requested
g] Traditional classroom		%			
h] PLAR Phase 1		%			
i] PLAR Phase 2		%			
Subtotal Retention PLAR					
		%			
k] Equivalency modules					
l] Other – specify below		%			
Total Retention bursaries					**
GRAND TOTAL (Recruitment/retention)					

*Requested max.\$-a] = \$4000; b or h]= \$600; c or i]= \$3,400; d or j] =\$4000; e or k] = \$275

** Maximum = 10% of total Recruitment bursary awarded to home/agency

NOTE: If other mode of delivery, please specify: _____

Additional Information: _____

Prepared by: _____ Phone No. _____

Attachment 3

RETURN SERVICE AGREEMENT

THIS AGREEMENT entered into this ____ day of _____ 20__.
BETWEEN:

(hereinafter referred to as the “**EMPLOYER**”

-and-

hereinafter referred to as the “**BURSARY RECIPIENT**”)

NOW, THEREFORE, THIS AGREEMENT WITNESSES that the parties above, agree as follows:

1. **THE BURSARY RECIPIENT** hereby undertakes and agrees to attend and exercise all reasonable efforts to complete the provincially recognized Continuing Care Assistant course, and to successfully complete the provincial CCA examination, thereby achieving Nova Scotia CCA certification.
- 2a. **THE EMPLOYER** agrees to provide funding to the Educator on behalf of the **BURSARY RECIPIENT** for up to 70% of tuition the total amount not to exceed \$4,000.
- 2b. **OR THE EMPLOYER** agrees to provide funding to the **CCA BURSARY RECIPIENT** for up to 70% of tuition the total amount not to exceed \$4,000.
3. Field placements will be completed at the **EMPLOYERS** facility/agency and/or_____.
4. **THE BURSARY RECIPIENT** agrees to notify the employer and provide a return service commitment of one year of full time employment to the **EMPLOYER**, which is to take effect immediately following NS CCA certification by the **BURSARY RECIPIENT** to the **EMPLOYER** unless another date is agreed upon _____. If the position is not for full time employment please provide an explanation _____

5. Should the **BURSARY RECIPIENT** fail to take reasonable steps to successfully complete the CCA course or be absent from the CCA course without reasonable cause and thereby fail to successfully complete the Program, or is unsuccessful in NS CCA certification, the **BURSARY RECIPIENT**;
 - a. agrees to provide the **EMPLOYER** with written notice including the reasons for such early termination of studies;
 - b. shall pay to the **EMPLOYER** all tuition bursary amounts paid by the **EMPLOYER** to the Educator up to the date of termination of the **BURSARY RECIPIENT'S** participation in the course.

6. Following satisfactory completion of the Program, the **BURSARY RECIPIENT** agrees to provide the **EMPLOYER** with documented evidence of successful attainment of NS CCA certification. .

7. The **EMPLOYER** retains the option of not hiring the **BURSARY RECIPIENT** upon completion of the CCA program and of dismissal through proper procedures once in employment if the **BURSARY RECIPIENT** is not performing to the expected standards. In this circumstance the **BURSARY RECIPIENT** will not be required to pay back the bursary money.

8. Should the **BURSARY RECIPIENT** choose to terminate employment with the **EMPLOYER** prior to completing one year of service, the **BURSARY RECIPIENT** will reimburse a prorated amount of the entire tuition amount of \$_____ paid out from the **EMPLOYER**.

Signature (BURSARY RECIPIENT)

Date

Signature (EMPLOYER)

Date