

## Recruitment and Retention Funding Report Back Template – 2016-2017

The Ontario Budget 2016 commits to providing a strategic investment of \$85 million over three years to improve recruitment and retention in interprofessional primary care teams. This supports on-going efforts in Ontario's health care system to strengthen primary health care to ensure Ontarians receive the right care, at the right time and in the right place.

The ministry is providing employers with the flexibility to approve a compensation plan that best addresses the need of the recipient to deliver on its mandate and address recruitment and retention.

### Terms and Conditions

Recipients were provided with the following terms and conditions that apply to the recruitment and retention funding:

- a) The amount represents an increase to the base budget which may only be applied by the recipient for the sole purpose of compensation (salaries and benefits) increases for ministry and/or LHIN funded positions with the goal of addressing challenges associated with or otherwise improving recruitment and retention.
- b) The recipient must make best efforts to prioritize salary increases for ministry and/or LHIN funded Nurse Practitioners, Registered Dietitians, and Health Promoters. If these positions are not prioritized, the recipient must report back on the rationale for why they were not prioritized.
- c) The recipient must ensure that the level of benefits (including pensions) provided to ministry and/or LHIN funded positions supports improved recruitment and retention by narrowing the gap between compensation for non-physician health professionals and support staff in team-based primary care settings with equivalent professions in other health care settings.
- d) The recipient must be transparent in defining its method of allocating funding and must avoid any conflicts of interest (perceived or actual) in arriving at decisions.
- e) The recipient must submit a report by end of Q3 of 2016/17 identifying how the funds were applied to each ministry and/or LHIN funded position and/or benefits, as directed.

Submitting this report fulfills term e) of the recruitment and retention funding.

The report is divided into two parts:

Part A – provides details on the new compensation plan, and indicates whether Nurse Practitioner, Registered Dietitian and Health Promoter positions were prioritized.

Part B – allows the recipient to attest that Terms and Conditions of funding have been fulfilled.

**The report is to be signed by an authorized representative of the recipient and submitted to the designated ministry or LHIN contact by January 31, 2017.**

**Part A:**

As a recipient of recruitment and retention funding, it is a requirement to develop a compensation plan for all ministry and/or LHIN funded staff. Please use the chart below to indicate the maximum salary allowed for each funded position:

<b>Position</b>	<b>Maximum Salary per FTE</b>
Nurse Practitioner	\$103,356
Registered Nurse	\$71,893
Registered Practical Nurse	\$50,886
Social Worker	\$71,893
Pharmacist	\$19,194
Administrative Lead	\$83,556
Receptionist/Clerical Staff	\$39,520
Administrative Assistant	\$47,423
(specify)	
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As part of the recruitment and retention initiative, recipients are able to set benefit levels as per the needs of their organization. Please indicate the percentage of human resources funding that is dedicated to benefits/pension expenditures after salaries are paid:

<b>Percentage of Human Resources funding dedicated to benefits/pension:</b>
21-22%

In consultation with representative associations in the primary care sector, it was determined that recipients were to make best efforts to prioritize salary increases for ministry and/or LHIN funded Nurse Practitioners, Registered Dietitians, and Health Promoters to address internal equity concerns. If these positions are not prioritized, the recipient is required to report back to the ministry the rationale for why they were not prioritized.

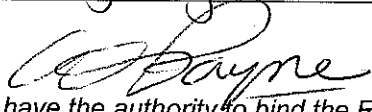

<b>Were salary increases prioritized for Nurse Practitioners, Registered Dietitians and Health Promoters? If no, please provide rationale:</b>
Yes

**Part B:**

The recipient, as employer, is responsible for developing an appropriate compensation plan for staff as per the terms and conditions of the recruitment and retention initiative. The attestation below will help to ensure that the compensation plan aligns with the principles of the initiative.

**Attestation:**

- Funding increases to base budget were used solely for the purpose of compensation (salaries & benefits) for existing ministry and/or LHIN funded positions with the goal of addressing challenges associated with or otherwise improving recruitment and retention.
- Salary increases for ministry and/or LHIN funded Nurse Practitioners, Registered Dieticians, and Health Promoters were given priority (if not, reasonable explanation was provided).
- The level of benefits (including pensions) and compensation increases were allocated based on the principle of narrowing the gap between staff in the team based primary care organization with equivalent professions in other health care settings.
- Efforts were taken to ensure all staff were able to receive some level of incremental compensation increase.
- A board approved compensation plan/policy was used to guide decision making in the salary increase allocation process.
- All sources of potential conflict of interest were identified and managed appropriately.

Legal Name of Recipient	Algoma Nurse Practitioner-Led clinic	
Name of person with signing authority for Recipient	Wendy Payne	Giulian Diluzio
Signature of person with signing authority for Recipient	 I have the authority to bind the Recipient	
Date	February 13, 2017	