



## MEMORANDUM OF UNDERSTANDING (MOU)

**THIS MOU** dated for reference this \_\_\_\_ day of \_\_\_\_\_, 2020

BETWEEN:

**Peace River Regional District**

Box 810, 1981 Alaska Avenue

Dawson Creek, BC V1G 4H8

(hereinafter referred to as "PRRD")

OF THE FIRST PART

AND

**Northern Health Authority**

Suite 600, 299 Victoria St.

Prince George, BC V2L 5B8

(hereinafter referred to as "NHA")

OF THE SECOND PART

(hereinafter collectively referred to as "the Parties")

NOW THEREFORE the parties agree as follows:

### 1.0 PURPOSE

This Memorandum of Understanding (MOU) is an agreement between the Parties intended to outline guiding principles, roles and responsibilities to administer and distribute four (4) scholarship streams of the PRRD Health Care Scholarship program, as listed below:

- a. Registered Nurse/ Registered Practical Nurse (RN/RPN) Return of Service Scholarship – Part 2
- b. Licensed Practical Nurse Scholarship
- c. Technical Career Professional Development Scholarship
- d. Registered Nurse/ Registered Practical Nurse (RN/RPN) Professional Development Scholarship

This MOU defines how the respective Parties will cooperate with each other and participate in this coordinated approach.



## **2.0 BACKGROUND**

In November of 2016, the Peace River Regional District (PRRD) recognized the need for to secure more health care workers in the region, and as a result committed \$100,000 to support a scholarship program specific to health care careers. The PRRD engaged the expertise of NHA to identify the gaps in employment and where the demand for skilled workers was most needed. Through a collaborative process, the Parties developed a financial incentive program to recruit and retain workers in the Peace Region known as the PRRD Health Care Scholarship program. In 2018, an additional commitment of \$10,000 was added increasing the total contribution for the PRRD Health Care Scholarship program to \$110,000. As a result, six (6) scholarship initiatives were created:

- a. PRRD Health Care High School Non-Degree Scholarship
- b. Health Care Assistant Scholarship
- c. RN/RPN Return of Service Scholarship (Two Parts)
- d. Licensed Practical Nurse (LPN) Scholarship
- e. Technical Career Professional Development Scholarship
- f. RN/RPN Professional Development Scholarship

Of the \$110,000 commitment, \$5,000 was allocated for recruitment events coordinated by NHA, and hosted jointly by both Parties.

## **3.0 PRINCIPLES**

The Parties, where possible, will work to achieve the following principles while this MOU is in effect. These principles include collaboration, confidentiality, privacy related to the sharing of information, communication, and mutual cooperation. This MOU will recognize and respect each of the Parties' autonomy and individual objectives for the administration and distribution of these scholarships, while pursuing a coordinated and collaborative approach.

## **4.0 MUTUAL INTERESTS**

That the Parties agree there is an opportunity to utilize the scholarship funding to assist with:

- a. the recruitment of new health care professionals for the region; and
- b. the retention of health care professionals, and to expand their skills and remain the region.

Both Parties will work together to encourage widespread understanding and support for the MOU.

## **5.0 FINANCIAL OR IN-KIND SUPPORT**

The PRRD will provide NHA a \$55,000 financial contribution on April 30<sup>th</sup> of each year. The Parties agree this financial contribution is to be used for the sole purpose of the PRRD Health Care Scholarship program, and is to be allocated as outlined in the attached Appendix A. The financial contribution for each scholarship stream is listed below:



- a. \$15,000 - RN/RPN Return of Service Scholarship – Part 2
- b. \$10,000 - Licensed Practical Nurse Scholarship
- c. \$15,000 - Technical Career Professional Development Scholarship
- d. \$15,000 - RN/RPN Professional Development Scholarship

In the event the number of applicants exceeds the amount of scholarships available, NHA will notify the PRRD immediately so the PRRD can determine if an increase to the funding contribution could be accommodated.

In the event the annual funding contribution is not fully utilized as outlined in Appendix A, the PRRD will reduce the following year's contribution accordingly.

## **6.0 COORDINATION FUNCTIONS**

The Parties will co-brand promotional materials associated with any agreed upon programming. Both Parties will make any joint promotional activities and materials available for review and approval.

## **7.0 COORDINATION MANAGEMENT**

The Parties will identify a key contact for each Party to coordinate efforts on behalf of each Party.

## **8.0 RESPONSIBILITIES UNDER THIS MOU**

### **8.1 Party A – PRRD shall under take the following activities:**

- a. Provide \$55,000 annually to NHA to award to recipients who meet the eligibility criteria for each scholarship as specified in Section 5.0.
- b. Notify NHA of any changes to the PRRD Health Care Scholarship Program.
- c. Develop brochure(s) for the scholarships.
- d. Send NHA a list each October, that includes the names and contact information for each of the recipients for the RN/RPN Return of Service Scholarship – Part 1 - 4<sup>th</sup> Year Tuition Award.

### **8.2 Party B – NHA shall under take the following activities:**

- a. Administer the **RN/RPN Return of Service Scholarship – Part 2**, in the amount of \$15,000, in accordance with the Roles and Responsibility outlined in Appendix A.
- b. Administer the **Licensed Practical Nurse Scholarship**, in the amount of \$10,000, in accordance with the Roles and Responsibilities outlined in Appendix A.
- c. Administer the **Technical Career Professional Development Scholarship**, in the amount of \$15,000, in accordance of the Roles and Responsibilities outlined in Appendix A.



- d. Administer the **RN/RPN Professional Development Scholarship**, in the amount of \$15,000, in accordance of the Roles and Responsibilities outlined in Appendix A.
- e. Provide an annual report to the PRRD detailing the following:
  - i. Number of scholarships awarded for each stream as specified in Section 1.0.
  - ii. Number of ROS agreements entered into with NHA.
  - iii. Number of recipients that did not fulfill the ROS agreement with NHA and provide reason.
  - iv. The total amount of annual funding utilized of the financial contribution as specified in Section 5.0.
- f. Advise the PRRD immediately of those recipients who default on their Return of Service (ROS) agreement and inform the PRRD of the financial amount to be recovered.
- g. Advise the PRRD if there are more applications than current funding available immediately after the intake deadline.
- h. Co-ordinate an annual luncheon for the student nurses in both Fort St. John and Dawson Creek communities between the months of May – September based on maximum student nurse and availability of the PRRD Directors, funded by the PRRD to a maximum of \$500.

**8.3** Both Parties will evaluate the effectiveness of, and adherence to, the MOU and the Scholarship initiatives annually, following the report to be received by the PRRD.

## **9.0 GENERAL TERMS**

In keeping with the intent of this MOU, the Parties agree that:

- 9.1** This MOU shall become effective as of the date of the final signatory of the Parties, and will remain in effect for a period of five (5) years or until terminated by either of the Parties.
- 9.2** Either of the Parties may terminate this MOU upon written notice to the other Party, providing the Party with three (3) months notice of the termination.
- 9.3** Nothing in this MOU is intended to diminish or otherwise affect the authority of the signatory Parties to carry out their statutory, regulatory, or other official functions or to commit the Parties to providing a particular service it would not otherwise provide in the scope of each Party's individual mandate.
- 9.4** The Parties may enter into discussion to renew this agreement no later than three (3) months prior to expiration.
- 9.5** The Parties will act in good faith for the implementation of this MOU.



**9.6** This MOU will be reviewed annually upon receipt of annual reporting requirements as specified in section 8.2.

**9.7** Either Party can provide, with no less than three (3) months warning, written notice of a decision to propose amendments.

## **10.0 LEGALITY**

This MOU is an expression of the shared intent of the Parties on how to conduct business together. Nothing in this MOU shall be construed to conflict with current legislation or regulations. Nothing in the MOU is intended to create any right or benefit, substantive or procedural, enforceable at law by any person or organization against the signatory Parties, their staff, members or officers, or any other person, government agency or ministry.

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

**Shawn Dahlen**

Chief Administrative Officer  
Peace River Regional District

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

**Bradley Sperling**

Chair  
Peace River Regional District

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 2020

**Northern Health Authority**

Per: \_\_\_\_\_  
Authorized Signatory

**Angela De Smit**  
NE Chief Operating Officer



## **Appendix A**

### **1. RN/RPN Return of Service (ROS) Scholarship - Part 2**

Total value is \$15,000 to be used to support six (6) ROS Scholarships each in the amount of \$2,500.

#### **Scholarship Criteria**

Graduates of an RN/RPN Degree program who received Part 1 of the RN/RPN Return of Service Scholarship who have agreed to a 2 year ROS with NHA.

#### **Roles and Responsibilities**

- NHA will contact all Part 1 Recipients as listed on the list provided by the PRRD;
- NHA will confirm the recipients successful graduation from an RN/RPN Degree program;
- NHA will determine the recipients willingness enter into a 2 year ROS agreement;
- NHA will award the \$2,500 ROS scholarship upon signature of that agreement;
- NHA will provide the names of all Part 2 recipients to the PRRD by December 31st;
- NHA will issue all T4A's as per the requirements under the Income Tax Act.

### **2. Licensed Practical Nurse (LPN) Scholarship**

Total value is \$10,000 to be used to support ten (10) scholarships each in the amount of \$1,000.

#### **Scholarship Criteria**

Graduates of the Licensed Practical Nurse Program at Northern Lights College who have lived in the PRRD for at least 2.5 years prior to enrolling in the program.

#### **Roles and Responsibilities**

- NHA will work with the Northern Lights College (NLC) to develop a process for the selection of recipients from the graduates of the LPN program;
- NHA will award 10 graduates upon successful graduation and the signing of a ROS for 1 year with a scholarship of \$1,000 each;
- NHA will advise the PRRD of the number of recipients annually;
- NHA will issue all T4A's as per the requirements under the Income Tax Act.



### **3. Technical Career Professional Development Scholarship**

Total value is \$15,000 to be used to support four (4) scholarships each in the amount of \$1,500 for existing NHA employed LPNs bridging to an RN; nine (9) scholarships each in the amount of \$1,000 for existing NHA employees in technical positions bridging into a new health care career.

#### **Scholarship Criteria**

Existing NHA employees who have lived or worked in the PRRD for a minimum of three (3) years prior is distributed as follows:

- 4 awards of \$1,500 for LPNs bridging to RN who are starting their 3<sup>rd</sup> year of studies
- 5 awards of \$1,000 for employees in technical programs two or more semesters in length and a cost of \$5,000 or more
- 4 awards of \$1,000 for employees in a program two years or more in length and a cost of \$7,000 or more

Applications will be accepted until July 31st each year.

#### **Roles and Responsibilities**

- NHA will select applicants based the eligibility criteria outlined for the Target Group;
- NHA will ensure the LPN scholarships are awarded to recipients in their 3<sup>rd</sup> year of study;
- NHA will ensure the scholarships for employees in technical programs two semesters or more and cost \$5,000 or more, are awarded at the start of the program;
- NHA will ensure the scholarships for employees in programs two years or more and cost \$7,000 or more, are awarded at the end of their program;
- NHA will work will ensure a one (1) year ROS to continue employment with NHA to remain in the PRRD;
- NHA will NHA will advise the PRRD of the number of recipients annually;
- NHA will issue all T4A's as per the requirements under the Income Tax Act.



#### **4. RN/RPN Professional Development Scholarship**

Total value is \$15,000 to be used to award five (5) scholarships each in the amount of \$3,000 for existing RNs or RPNs who have been employed with NHA for three years or more.

##### **Scholarship Criteria**

Existing NHA employed RNs or RPNs with three (3) years or more employment who are undertaking career development programs that are two or more semesters in length and cost \$5,000 or more per year.

Applicants may apply to this scholarship each year of their program.

Applications will be accepted until July 31<sup>st</sup> each year.

##### **Roles and Responsibilities**

- NHA will provide five (5) awards of \$3,000 to recipients who meet the eligibility criteria;
- NHA will ensure the programs align with their needs and are either a certificate, diploma or degree;
- NHA has the discretion to award the scholarship more than once to the same recipient but must ensure there is an equitable distribution of scholarship funds;
- NHA will ensure a two (2) year ROS agreement to continue employment with NHA in the region;
- NHA will advise the PRRD of the number of recipients annually;
- NHA will issue all T4A's as per the requirements under the Income Tax Act.