



Registered Nurse Refresher Fund

Guidelines and Criteria

PURPOSE OF FUND

This fund consists of an annual Yukon Government grant of \$10,000 to support re-entry into the workforce of those previously registered nurses who have not occupied a Registered Nurse position for more than five years, or who for some other reason need to renew knowledge and skills prior to entry to an area of acute care nursing. Generally, assessed on a case-by-case basis, successful applicants will have been out of the work force no more than ten years. This fund will be administered by the Yukon Registered Nurses Association, through the Education Fund Management Committee.

ELIGIBILITY CRITERIA

To qualify for funds, the applicant will clearly demonstrate, in writing:

- the intention to complete a Registered Nurse Refresher Program approved by a Canadian regulatory body, and
- the stated commitment to enter the Yukon Registered Nurse workforce after course completion.

FINANCIAL AGREEMENT TERMS

The money allocated will be used as support for tuition, course material, and, where required for practicum placement, assistance with travel costs, including transportation and accommodation.

Funds approved may be disbursed to successful applicants on a split schedule, 50% pre-entry and 50% post-completion, if they so request. Applicants who are applying for reimbursement of an already completed course may receive their total approved funds at one time.

An applicant who faces personal financial constraint sufficient to prevent entry into a Refresher Program without full prior funding may submit information clearly outlining the need for a greater level of anticipatory funding. The committee will consider such exceptional requests on a case-by-case basis, in the context of available funds and other requests.

An applicant in receipt of any anticipatory funding who is unable to complete the Refresher Program will be expected to return monies granted, unless able to provide the committee with a reason for non-completion that the committee deems provides sufficient grounds for waiving repayment. Otherwise, a schedule for repayment will, whenever possible, be set by agreement between the committee and the recipient, with the committee reserving the right to impose a schedule if mutually acceptable terms are not reached.

Fund recipients are expected to comply with all Revenue Canada stipulations regarding funds received.

REVIEW PROCESS

Applications received will be reviewed by the Education Fund Management Committee two or three times per year. The review process is expected to take approximately six weeks, after which applicants will be notified of funding decisions. Approvals and disbursements will be dependant on funds available at the time of each review, the number of applications, and the requested amount for each.

THESE GUIDELINES WILL BE REVIEWED BY THE EDUCATION FUND MANAGEMENT COMMITTEE EACH FALL.