

Supervised Practice Experience Partnership

Funding and Operational Guide for Long-Term
Care Homes 2.0

Ministry of Long-Term Care

Ontario Health

August 2022

Purpose

This guide provides an overview of the supports and resources that Ontario Health (OH) and the Ministry of Long-Term Care (MLTC) are providing to long-term care homes (LTCHs) to implement the College of Nurses of Ontario's (CNO) Supervised Practice Experience Partnership (SPEP) program.

This guide outlines the process by which LTCHs will be matched with CNO approved candidates and provides information on the funding process and reporting requirements for LTCHs implementing SPEP. The guide is intended for use by LTCHs that were notified by OH and/or the MLTC of their eligibility to be matched and receive funding for SPEP.

Version

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Terms Used

The full form or explanations provided below pertain to this document only. The terms used here may have other meanings in different contexts and documents.

Term	Full form or Explanation
SPEP Program	Supervised Practice Experience Partnership program
SPE	Supervised Practice Experience
IEN	Internationally Educated Nurse
LTCHs	Long-term care homes
Nursing professional	Includes Registered Nurse (RN) or Registered Practical Nurse (RPN)
Learner	The un-registered nurse applicant who will be matched to the LTCH as part of the SPEP program
Preceptor	The nurse working in the home and supervising the Learner in completing their clinical hours
FTE	Full Time Equivalent
NPC	Nursing and Personal Care Envelop
LOC	Level-Of- Care
PSS	Program and Support Services
AHP	The Allied Health Professionals
OA	Other Accommodations
“the ministry”	Ministry of Long-Term Care
OH	Ontario Health
CNO	College of Nurses of Ontario

Overview

The Supervised Practice Experience Partnership (SPEP) is a partnership program between the College of Nurses of Ontario (CNO), Ontario Health (OH), the Ministry of Long-Term Care (MLTC), and approved long-term care homes (LTCHs).

SPEP provides eligible applicants such as eligible Internationally Educated Nurses (IENs) with the opportunity to meet their evidence of practice and language proficiency requirements to qualify for registration to practice as a nursing professional in Ontario.

The key outcome of this program is to provide IENs an opportunity to demonstrate 'evidence of practice' in Ontario and language proficiency, which is necessary to meet requirements for registration as a nurse in Ontario with the CNO.

The ministry is supporting the implementation of the SPEP program in select LTCHs by supporting the following eligible expenses:

1. Salary of eligible learners who participate in the program.
2. Backfill support to LTCHs for preceptor time spent supervising learners in the program.

OH is supporting the implementation of the SPEP program in LTCHs by:

1. Coordinating the distribution and matching of eligible IEN candidates with selected LTCHs.

LTCH Eligibility

As a program of the CNO, all participating LTCHs must be approved by the CNO to be eligible for funding and to participate in the SPEP. The process for applying for CNO approval is available at: <https://www.cno.org/en/become-a-nurse/registration-requirements/evidence-of-practice/supervised-practice-experience/information-for-organizations/>.

Funding

LTCHs that have been approved by the CNO are eligible for the following funding through existing LTCH funding programs as described below.

Salary Expenses for Learners

All learners in the SPEP program must be in paid positions for approved LTCHs. Participating LTCHs can provide salaries, wages and benefit expenses commensurate with their current wage structure for equivalent positions, and in accordance with their collective agreements. The number of hours that are reimbursable for each learner participating in the program is capped at 450 hours.

LTCHs may employ eligible applicants in positions with varying full-time equivalents (FTEs) (full time, part time, casual workers) and can expense learners' wage and salary regardless of the position's FTE.

Salary expenses associated with the SPEP can be supported through:

- The Nursing and Personal Care (NPC) envelope from the level-of-care (LOC) funding. Homes may also use unspent surplus funds from the Program and Support Services (PSS) and Other Accommodation (OA) envelopes to offset pressures in the NPC envelope (subject to the conditions, rules and restrictions outlined in the Long-Term Care Homes Level-of Care Per Diem, Occupancy, and Acuity Adjustment Funding Policy); or
- The Allied Health Professionals (AHP) Staffing Supplement funding provided that eligibility criteria outlined in section 6.0 of the 2022-23 Long-Term Care Staffing Increase Funding Policy (April 1, 2022) are met.

Participating LTCHs may also expense living and travel allowances through the OA envelope from the LOC funding.

Please refer to the Guideline for Eligible Expenditures for Long-Term Care Homes (2017) and the 2022-23 Long-Term Care Staffing Increase Funding Policy (April 1, 2022) for further details.

Backfill Support for Preceptors

LTCHs have the flexibility to develop preceptor arrangements that meet their unique needs. For the 2022-23 fiscal year, LTCHs can receive preceptor backfill funding through application to the Preceptor Resource and Education Program in Long-Term Care (PREP-LTC) program administered by the Ontario Centre for Learning, Research and Innovation in Long-Term Care (Ontario CLRI). Applicants must share confirmation of eligibility for the SPEP program with the Ontario CLRI to access funding.

Through PREP LTC, the Ontario CLRI will provide a per-learner amount to participating SPEP LTCHs based on the number of learners that have completed their placements in the home during a specific time period.

- Funding will be provided to LTCHs for the time their current staff spends in providing supervised practice as a preceptor.
- LTCHs may only exclusively use the SPEP backfill funding provided to them to support staff in their home to manage SPE of IENs that are participating in the CNO SPEP Program and have received approval from the CNO.

LTC homes can contact prepltc@the-ria.ca with questions they may have or visit clri-ltc.ca/prep for further information on per-learner amounts and how LTC homes can access PREP LTC supports.

Other eligible LTCH funding to support expenses associated with preceptor backfill may include the NPC envelope from the LOC funding.

SPEP Position Considerations

Applicants completing a SPE are required to work under the conditions specified by the CNO. Requirements for applicants to participate in the SPEP program are briefly outlined as follows:

- Completion of all CNO registration requirements except for the Evidence of Practice and Language Proficiency Requirements
- Evidence of practice must have expired no more than 5 years before applying to the program Agreement to participate in all components of the SPEP program which are listed as follows:
 - Orientation to the Practice Setting and SPE
 - Applicant Learning Goal and Plan Development
 - Minimum of 140 hours (4-weeks full time) of SPE Activities with an assigned RN/RPN Preceptor
 - Feedback and Remediation Opportunities
 - Applicant Initial and Final Self-Evaluation
 - Preceptor Initial and Final Evaluation
 - Confirmation of Completion

More information is available at <https://www.cno.org/en/become-a-nurse/registration-requirements/evidence-of-practice/supervised-practice-experience/information-for-applicants/>. Please find CNO's contact information below:

- Main line/Call Centre: (416) 928-0900
- Toll-free in Canada: 1-800 387-5526
- E-mail Address: spe@cnomail.org

Preceptor Position Considerations

When implementing a SPE, LTCHs are required to have appropriate preceptors in place. More information regarding preceptorship responsibility is available at: <https://www.cno.org/en/become-a-nurse/registration-requirements/evidence-of-practice/supervised-practice-experience/information-for-organizations/>.

SPEP Implementation

Hiring SPEP Applicants

Once a LTCH has been approved by the CNO, OH will facilitate candidate referrals for potential hire where possible. For support connecting with candidates, please contact practiceontario@ontariohealth.ca.

LTCHs should follow their own internal screening and hiring processes once candidates are referred. LTCHs are required to verify eligibility of matched candidates by requesting a copy of the applicant's notification of eligibility from the CNO portal.

Please note that LTCHs are encouraged to follow-up with matched applicants as soon as possible and no later than 4-6 weeks once Ontario Health (OH) has provided them with a match. In order to support timely matches LTCHs are also required to provide OH a quarterly [intake form](#) to identify their capacity to accept applicants.

Reporting Requirements

All participating LTCHs must report relevant financial and program indicators as outlined in the respective accountability agreements, related program policies, and ministry memos or guidelines.

The use of the NPC envelope from the LOC or the AHP Staffing Supplement funding must be reported in accordance with the program guidelines as outlined by MLTC. Please refer to the Guideline for Eligible Expenditures for Long-Term Care Homes (2017) and section 7.0 of the 2022-23 Long-Term Care Staffing Increase Funding Policy (April 1, 2022) for further details.

MLTC may request additional information from participating LTCHs for program monitoring and evaluation purposes.

Funding Methodology and Payment

Funding will be administered in accordance with the relevant program policy and/or the applicable agreement between the Ministry and the Licensee/Approved Operator as described under 'Funding'.