
CCIR # 76.0**CONTINUING CARE
INFORMATION RELEASE**

TO: Home Care & Long-Term Care

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FROM: Cynthia Ryan, Project Executive, Continuing Care, DHW

DATE: May 25, 2021

RE: Call for Workplace Safety Training and Equipment Fund Submission

The Department of Health and Wellness (DHW) is committed to supporting the health and safety of continuing care workers. As part of this commitment and aligning with the recommendations outlined in the Workplace Safety Action Plan, DHW has provided one-time funding in the amount of \$3.2M for fiscal year 2021-2022. This will allow Long-Term Care and Home Support/Care organizations to access workplace safety training and equipment to ensure that workers can safely deliver care to clients in continuing care environments.

Fund Administrators

To administer the funding, DHW has delegated the following two administrators:

1. The Health Care Human Resource Sector Council will administer \$1.775M of the funding to organizations who request funds (not already covered elsewhere) to reimburse staff participation/backfill to attend workplace safety training, related training (e.g., AWARE-NS), and educational opportunities. Costs associated with approved facilitation, participation/backfill, materials, travel, etc. will also be reimbursed. Access the following link for the safety training application form: [Safety Training Fund – HCHRSC](#)
2. AWARE-NS will administer \$1.485M of the funding to organizations who request funds to reimburse the purchase price of equipment (not already covered elsewhere) that improves the safety of workers providing care. Access the following link for the safety equipment application form: [Safety Equipment Fund – AWARE NS](#)

Training Fund Criteria

Types of training **not** eligible for funding:

- Legislated or regulated mandatory training already funded by Nova Scotia government.
- Training by internal staff unless they are trained under an approved Train the Trainer framework.
- Training included in the purchase of equipment or new business processes.
- Costs related to your organization hosting a training (e.g., space rental).

Eligible trainers must include:

- Third-party trainers who are not internal to your organization (unless they are trained under an approved Train the Trainer framework), for example AWARE-NS programs.
- Qualified individuals to provide the training. Please provide a trainer bio with your application.
- Not be an immediate family member of your organizations' leadership.

Below is a list of the types of safety training that could be reimbursed. This is not an exhaustive list, so if required, organizations are encouraged to propose different training in their applications and demonstrate how the training supports employee safety in the delivery of client care for assessment.

AWARE-NS Programming:

- SHM/PACE –Train the trainer
- SHM/PACE – frontline staff by the organization
- SHM/SAFER Leadership Training
- Lifting and Moving Safely (LAMS)
- Joint OHS Committee (JOHSC) training – 2 day training
- Safety for Supervisor and Manager – 2 day training
- WPV – Code White – Train the trainer
- WPV – Code White
- Self Care
- IRS/ Roles and responsibilities
- Workplace Violence Prevention Program training

Health Care Human Resource Sector Council Training:

- Non-Violence Crisis Intervention
- The Working Mind

Equipment Fund Criteria

Types of equipment eligible for funding:

- Equipment to help reduce the risk from care tasks that require people to be moved or repositioned.
- Equipment that help improve the safety of workers performing 'non-care' tasks that have been shown to contribute to worker injuries.

Below is a list of the types of safety equipment that could be reimbursed. This is not an exhaustive list, so if required, organizations are encouraged to propose different equipment in their applications and demonstrate how the equipment supports employee safety in the delivery of client care for assessment.

Client / Resident Care Tasks:	Non-Care Tasks:
<ul style="list-style-type: none">• Paraglide automated Wheelchair Client repositioning device• Wheelchair re-positioning tools• J-RO EZ Rest• Slider sheets/sheet systems• Compression Stocking Aids (e.g. Sigvaris Doff n' Donner)• Transfer belts• Limb and Turning Slings• Hair Shampoo Trays• Bathroom aids	<ul style="list-style-type: none">• Housekeeping tools that improve postures / reduce force (e.g. shower wands)• Spring loaded Laundry bins• Ergonomic Mopping systems• Other equipment aids to improve the ergonomics of work tasks

How to Apply for Funding?

- Complete the online application form by accessing the following links in accordance with the funding guidelines:
 - Safety Training Application: <https://hcsc.ca/training-fund-submission-form/safety-training-submission-form/>
 - Safety Equipment Application: <https://awarens.ca/safety-equipment-fund/>
- Each application form must be completed in full and include:
 - Organization name and details.
 - Key contact information of the lead applicant (name and position) and date.
 - For Safety Training:
 - Course/training name.
 - Training facilitator/trainer name and organization, including a brief bio.
 - Training location, date(s), duration of training, and number of participants/attendees.
 - For Safety Equipment:

- Equipment requested. Note:
 1. Safety equipment requests in the 'designated list' above that meets the financial criteria will be forwarded to the Executive Director for pre-approval, with a turn-around time within 5 business days.
 2. Other safety equipment requests outside of the 'designated list', will be forwarded to the Review Committee for consideration and approval, then forwarded to the Executive Director for pre-approval within 10 business days.
 - Timeline of equipment ordered and received.
 - Total cost amount.
 - Reason for request (context and background).
 - Objectives and expected outcomes.
 - Measures of success.
 - Request for reimbursement must be **submitted within 30 days of the completion of the training date and/or when the equipment has been purchased and received** to complete the approval process. Reimbursements cannot be submitted past **March 31, 2022**.

What Happens Next?

- If the request is approved, the administrator will send formal notification to the organization within 3 weeks of submission and indicate that they can proceed with the training/equipment purchase and describing next steps.
- If the request is rejected, the administrator will send a formal response to the organization outlining the reasons for the rejection.
- You may submit multiple applications; however, you must complete all activities within the guidelines.
- Administrators will review and confirm the invoices and approve payment. Any concerns related to the submitted invoices will be discussed with the organization's contact person.