

Ministry of Health
and Long-Term Care

Office of the Minister

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Ministère de la Santé
et des Soins de longue durée

Bureau du ministre

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OCT 19 2016

2016-00626

September 26, 2016

Ms. Wendy Payne
Board Chair
Algoma Nurse Practitioner-Led Clinic
443 Northern Avenue
Sault Ste Marie ON P6B 5L3

Dear Ms. Payne:

I am pleased to advise you that the Ministry of Health and Long-Term Care will provide the Algoma Nurse Practitioner-Led Clinic up to \$46,700 in additional base funding for the 2016-17 funding year to support recruitment and retention in primary care organizations as announced in the Ontario Budget 2016.

The Assistant Deputy Minister of the Health System Accountability and Performance Division will write to the Algoma Nurse Practitioner-Led Clinic shortly concerning the terms and conditions governing this funding.

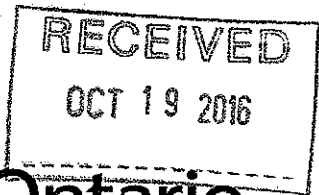
Thank you for your dedication and commitment to health care and the important role your organization plays in providing quality primary care to the residents of Ontario.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Eric Hoskins'.

Dr. Eric Hoskins
Minister

c: Hon. David Oraziotti, MPP, Sault Ste. Marie
Ms. Danielle Bélanger-Corbin, Board Chair, North East Local Health Integration
Network
~~Ms. Sandra Dereski, Administrative Lead, Algoma Nurse Practitioner-Led Clinic~~



Ontario

**Ministry of Health
and Long-Term Care**

**Ministère de la Santé
et des Soins de longue durée**

Assistant Deputy Minister
Health System Accountability
and Performance Division

Sous-ministre adjoint
Division de la responsabilisation et de la
performance du système de santé

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September 26, 2016

2016-00626

Ms. Sandra Dereski
Administrative Lead
Algoma Nurse Practitioner-Led Clinic
443 Northern Avenue
Sault Ste Marie ON P6B 5L3

Dear Ms. Dereski:

Re: Ministry Agreement with Algoma Nurse Practitioner-Led Clinic effective the 1st day of April 2012 (the "Agreement")

This letter is further to the recent letter from the Honourable Dr. Eric Hoskins, Minister of Health and Long-Term Care, in which he informed your organization that the Ministry of Health and Long-Term Care (the "ministry") will provide up to \$46,700 in additional base funding for the 2016-17 funding year to support recruitment and retention of staff.

I am, therefore, pleased to provide you with a new Budget, new Terms and Conditions, and a new Hiring Report that pursuant to section 3.03 of the Agreement, shall replace the Budget in Schedule "A", shall be instated as Schedule "A" Appendix 2, and shall replace the Hiring Report in Schedule "G" respectively. All previous terms and conditions contained in the Agreement remain in full force and effect.

This amendment follows the government's commitment, announced in the Ontario Budget 2016, to invest \$85 million over three years to ensure primary care organizations can effectively recruit and retain qualified interprofessional staff. Pursuant to the attached schedules, the funding will appear as a distinct budget line. The funding, which represents your recruitment and retention allocation for year one, will allow your organization to bridge compensation with equivalent professions in other health care settings, and to offer more competitive benefits and pension options to staff. In addition to the terms and conditions included in your Agreement, the ministry will send a document outlining the recruitment and retention allocation methodology under separate cover to assist your organization in implementing this change.

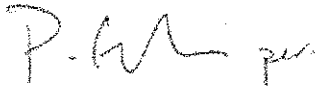
We appreciate your cooperation with the ministry in managing your funding as effectively as possible. You are expected to adhere to our reporting requirements, particularly for in-year service and financial reporting, which is expected to be timely and accurate. Based on our monitoring and assessment of your in-year service and financial reporting, your cash flow may be adjusted appropriately to match actual services provided.

Ms. Sandra Dereski

The government remains committed to eliminating the deficit by 2017-18 and therefore it is critical that you continue to manage costs within your approved budget.

Please review the new Budget carefully. Should you require any further information or clarification, please contact Michael Walker, Senior Program Consultant, at 705-564-7492 or by e-mail at Michael.Walker@ontario.ca.

Sincerely,



Tim Hadwen
Assistant Deputy Minister

Enclosure

- c: Ms. Wendy Payne, Board Chair, Algoma Nurse Practitioner-Led Clinic
- Ms. Louise Paquette, CEO, North East Local Health Integration Network
- Mr. Jim Yuill, Director, Financial Management Branch, MOHLTC
- Mr. Phil Cooke, Director, Fiscal Oversight & Performance Branch, MOHLTC
- Mr. Phil Graham, Director, Primary Health Care Branch, MOHLTC

**Schedule A: Approved Annual Operating Budget
Algoma Nurse Practitioner-Led Clinic
Annual Base Funding Beginning April 1, 2016**

The total of each category includes HST where applicable

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Approved Annual Base Funding Budget Beginning 2016-2017		
HUMAN RESOURCES SALARIES & BENEFITS		
1. Stipend	# of NPS	Approved Funds
Collaborating Physician (\$838.40/month/FTE)	4	\$40,243
Nurse Practitioner Lead	1	\$10,000
Total Stipends		\$50,243
2. Inter-professional Health Providers (IHP)	# of FTE	Approved Funds
Nurse Practitioner	4	n/a
Registered Nurse	1	n/a
Registered Practical Nurse	2	n/a
Pharmacist	0.2	n/a
Social Worker	0.8	n/a
3. Management and Administrative (M & A) Personnel	# of FTE	Approved Funds
Administrative Lead	1	n/a
Receptionist/Clerical Staff	1	n/a
Administrative Assistant	1	n/a
Total Salaries		\$748,461
Total Benefits		\$149,692
Recruitment and Retention*		\$46,700
TOTAL HUMAN RESOURCES		\$995,096
OVERHEAD		
1. Equipment (INCLUDES HST)	Approved Funds	
Telecommunication, oxygen, etc.	\$4,068	
2. General Overhead (INCLUDES HST)	Approved Funds	
Advertising, Bank fees, Supplies/materials, Postage/courier, Operational service contracts, etc	\$43,152	
3. Information Technology (IT) (INCLUDES HST)	Approved Funds	
Hosting Support and Maintenance, Connectivity, Software License, etc.	\$34,000	
4. Insurance/Professional Liability (INCLUDES HST)	Approved Funds	
Director's, General Liability, Contents, etc.	\$10,000	
5. Premises (INCLUDES HST)	Approved Funds	
Building Maintenance (landscape and snow)	\$5,004	
Office Maintenance (exterior and interior)	\$4,020	
Cleaning	\$25,000	
Mat Service	\$3,500	
Rent (2,904 sq. ft.)	\$45,700	
Total Premises	\$83,224	
6. Service Fee (INCLUDES HST)	Approved Funds	
Audit, Legal, Clinical Travel, Professional Development, General Consultant Fees, Recruitment, Contingency, Retention, Relief, etc.	\$59,518	
Total Service Fee	\$59,518	
TOTAL OVERHEAD		\$233,962
Total Approved Annual Base Funding Beginning 2016-2017		\$1,229,058

* See Schedule "A" - Appendix 2: Additional Budget Terms and Conditions

Schedule "A" - Appendix 2: Additional Budget Terms and Conditions
Algoma Nurse Practitioner-Led Clinic
Beginning April 1, 2016

- a. The amount showing 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 existing ministry-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-funded Nurse Practitioners, Registered Dietitians, and Health Promoters/Educators. If these positions are not prioritized, the Recipient must report back to the Ministry the rationale for why they were not prioritized.
- c. The Recipient must ensure that the level of benefits (including pensions) provided to existing ministry-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 organizations 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 to the ministry by end of Quarter 3 of 2016-17 identifying how the funds were applied to each ministry-funded position and/or benefits, as directed by the ministry.

Schedule C: Banking and Payment Information
 Algoma Nurse Practitioner-Led Clinic
 Annual Base Funding Beginning 2016-2017

\$1,229,058

The Ministry has granted to the "Recipient" funding for the implementation of the Plan. for the implementation of the Plan. This amount will be deposited in:	
Bank:	Northern Credit Union
Address:	PO Box 2200, 280 McNabb Street, Sault Ste. Marie, ON P6B 1Y6
Account Name:	Algoma Nurse Practitioner-Led Clinic
Branch Transit Number:	14492
Institution Number:	828
Account Number:	700057670
The payment amount for the Plan will be allocated as follows:	

Base Funding Beginning 2016-2017

Date	Payment ⁽¹⁾
Mid of the Month in April of each funding year	\$102,422
Mid of the Month in May of each funding year	\$102,422
Mid of the Month in June of each funding year	\$102,422
Mid of the Month in July of each funding year	\$102,422
Mid of the Month in August of each funding year	\$102,422
Mid of the Month in September of each funding year	\$102,422
Mid of the Month in October of each funding year	\$102,422
Mid of the Month in November of each funding year	\$102,422
Mid of the Month in December of each funding year	\$102,422
Mid of the Month in January of each funding year	\$102,422
Mid of the Month in February of each funding year	\$102,422
Mid of the Month in March of each funding year	\$102,416
TOTAL PAID	\$1,229,058

(1) The ministry may adjust the payments listed in this column

NOTES:

The Recipient is required to deposit the funding amount into this specified account immediately upon the receipt of the funds, and must report back to the Ministry of the deposit date. This is the date the Ministry acknowledges as the date the funding bears interest.

The funding will cover expenditures incurred for each funding year or upon completion of the Plan, or the termination of this agreement, whichever occurs first.

Schedule "G": Recruitment and Retention - Full Time Equivalent Quarterly Report
Algoma Nurse Practitioner-Led Clinic
Beginning April 1, 2016

Staffing	Maximum Salary*	Approved FTE	# FTE			
			1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Nurse Practitioner		0.00				
Registered Nurse		0.00				
Registered Practical Nurse		0.00				
Social Worker		0.00				
Registered Dietician		0.00				
Pharmacist		0.00				
(specify)		0.00				
(specify)		0.00				
(specify)		0.00				
Total		0.00	0.00	0.00	0.00	0.00
Administrative Lead		0.00				
Receptionist/Clerical Staff		0.00				
Administrative Assistant		0.00				
Total		0.00	0.00	0.00	0.00	0.00
Rostering			1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Total Patient Roster						
Collaborating Family Physician Reporting						
Name(s) of collaborating physicians:						

*"Maximum Salary" reflects the maximum salary funding that an employee is entitled to according to the organization's compensation plan