

# Recruitment and Retention Incentive Program

## Application Form

### Contact information

Legal Name of Retirement Home:

License Number:

### Retirement Home Address (i.e. Physical Address):

Number

Street

City

Province

Postal Code

Phone

Website (if applicable)

### Retirement Home Address (i.e. Licensee's Mailing Address):

Number

Street

City

Province

Postal Code

Phone

Website (if applicable)

### Primary contact person for application:

First Name

Last Name

Title

Email

Phone

## Retirement Home: General Information

### Size of the Retirement Home

- Small (< 25 suites)
- Medium (26—99 suites)
- Large (100+ suites)

### Residents Capacity of Retirement Home

Total # of residents that the retirement home is able to accommodate

### Retirement Home Category (Please select the categories that apply to your retirement home)

- For profit                      *OR*                       Not for profit
  
- Independent                      *OR*                       Part of a chain

If part of a chain, please indicate name of the chain

### Financial Condition

Please describe the financial situation of your retirement home: Does your retirement home experience cash flow problems?

- Yes     No

Does your retirement home experience falling margins (i.e. costs are increasing and/or income is decreasing)?

- Yes     No

Additional details: (optional)

## Resident Acuity

Does your retirement home have transitional care program residents? (Y/N).

Yes  No

Which of the following 13 prescribed care services (which are listed in the RHA and regulation) does your retirement home provide? Please check all that apply:

- Assistance with bathing
- Assistance with personal hygiene
- Assistance with ambulation
- Continence care
- Administration of drugs or another substance
- Provision of a meal
- Dementia care program
- Support for psycho-social needs
- Assistance with dressing
- Any service that a member of the Ontario College of Pharmacists provides while engaging in the practice of pharmacy
- Any service that a member of the College of Physicians and Surgeons of Ontario provides while engaging in the practice of medicine
- Any service that a member of the College of Nurses of Ontario provides while engaging in the practice of nursing

## COVID-19

Did your retirement home experience any COVID-19 outbreaks over the past 18 months?

Yes  No

If yes, please specify how many:

## Infection Prevention and Control (IPAC)

Has your retirement home experienced challenges with implementing and/or adhering to proper IPAC measures over the past 18 months?

Yes  No

Additional details: (optional)

**Your Retirement Home: Staffing**

Staff/PSW/Nurse

Residents

**Retirement Home Staff to Resident Ratios:**

Please share your *optimal* staff to resident ratio:

Please share your current staff to resident ratio:

What is your *optimal* PSW to resident ratio:

What is your current PSW to resident ratio:

What is your *optimal* nurse to resident ratio:

What is your current nurse to resident ratio:

**History of Staffing Shortages**

Does your retirement home experience high levels of staff turnover (eg. A change of 50 percent or more of staff per year) ?

Yes  No

Is your retirement home *currently* experiencing staffing shortages

Yes  No

If yes, please identify the length of time your retirement home has been experiencing shortages:

Less than 3 months

3-6 months

6-9 months

9 months to 1 year

Over a year

Has your retirement home used temporary agency staff?

Yes  No

If yes, please indicate the number of occasions

**Please identify the factors that you believe contribute to challenges recruiting and retaining staff (select all that apply):**

Geographical location

Workload

Wages

Benefits

Limited access to professional development/continuing education

- Types of positions offered (e.g. temporary, casual, part time)
- Workplace safety
- Leadership
- Other, please specify

**What efforts has your retirement home taken to support recruitment and address shortages (select all that apply):**

- Shared job postings internally
- Advertised positions in different outlets:
  - Website
  - Social media
  - Local newspapers
  - Job boards
  - Other, specify

- Offered full time positions
- Offered employment benefits
- Offered flexible schedules
- Provided educational opportunities for staff
- Provided leadership/engagement opportunities for staff
- Offered mentorship opportunities
- Other, please specify

**For positions you are seeking to hire for, please provide an overview of efforts made to fill these positions internally (if applicable) and why they may have been challenging to fill?**