

Nurse Preceptor Incentive Grants Program

Issued by Vermont Agency of Human Services

Program Details

Program Summary

The Agency of Human Services (AHS) is issuing the Nurse Preceptor Incentive Grants Program per Act 183 of 2022 and Act 3 of 2023.

The Program allows Eligible Employers to apply to receive funds to distribute Incentive Pay to nurses who provide preceptor supervision for student nurses enrolled in Vermont nursing school programs completing clinical training at their organization.

Program Guidance is available online at:

<https://humanservices.vermont.gov/nurse-preceptor-incentive-grants-program>

Eligible Employers

Eligible Employers are limited to Vermont Critical Access Hospitals and other health care employers in Vermont. Health care employers include but are not limited to community hospitals, Long-Term Care facilities, Designated or Specialized Service Agencies, Federally Qualified Health Centers, and Home Health Agencies.

If an Eligible Employer has more than one work site location or branch office and has one Tax Identification Number (TIN), it may only submit one program application using that TIN and should include all sites or branches.

Eligible Employees

Eligible Employers that receive grant awards may only disburse funding to Eligible Employees.

Eligible Employees must:

- a. Be employed by the Eligible Employer;
- b. Be registered nurses (RNs) licensed in the State of Vermont who meet the definition of “Preceptor” put forth in the [Vermont Board of Nursing Administrative Rules](#): an RN who facilitates and supervises student learning experiences in a practice setting and is not a member of the nursing education program’s faculty; and
- c. Have expertise in the clinical area(s) for which they provide supervision.

Relationship with Vermont Nursing Program

The Eligible Employer or each Eligible Employee preceptor must have a signed written agreement with a Vermont nursing program that:

- i. Defines the preceptor's role and relationships with students and clinical faculty;
- ii. Specifies that preceptors provide student performance evaluations.

Incentive Pay

Incentive Pay is defined as an amount of **up to \$5 per preceptor hour**, in addition to the wage or remuneration the Eligible Employee otherwise receives, for all preceptor supervision for student nurses provided by a nurse preceptor during the grant period.

Eligible Employers that receive grant awards have discretion with respect to the way in which Incentive Pay is awarded to Eligible Employees (e.g., biweekly, monthly, quarterly, lump sum).

Available Award Amount and Grant Award Period

\$2,380,000 is available for this program.

AHS may issue grants for twelve (12) months or for a longer time period up to September 30, 2026 depending on the number of requests received and the availability of funds.

Grant awards are expected to start in July 2023.

Matching Funds

Eligible Employers are encouraged to commit matching funds as part of their grant request. Matching funds may be used for any or all of the following purposes:

- a. Increase the per preceptor hour rate of Incentive Pay paid to nurse preceptors;
- b. Expand the number of nurse preceptors receiving Incentive Pay; and
- c. Extend the duration of Incentive Pay beyond the Program time frame.

Commitment of matching funds is not a requirement of application submission but may be a factor in award decisions.

Application Information

Application Period and Submission Method

Application materials are available online at:

<https://humanservices.vermont.gov/nurse-preceptor-incentive-grants-program>

Applications must be:

- Emailed to ahs.nurseworkforcegrants@vermont.gov
- Submitted by May 31, 2023 at 11:59 PM

Application Content and Audit Requirements

A complete application includes:

- Grant Application and Coversheet (use required template),
- Application Budget Form: Nurse Preceptor Hours (use required template), and
- Form W-9
 - Form W-9 and detailed instructions are [available from the IRS](#)
 - A physical signature and date are required
 - The form must be signed and dated within the last six months

Grant Application and Cover Sheet

The Grant Application and Coversheet is a fillable Word document that includes:

- Information about the Eligible Employer;
 - Note: Please include your Unique Entity Identifier from SAM.gov. You must ensure the your SAM.org account is set to public.
- Total funds requested and matching funds provided by the Eligible Employer, if any;
- Request to be considered for funding beyond the initial funding period;
- Application questions; and
- Additional questions that will enable the Agency of Human Services to more quickly complete pre-award activities and process grants.

Budget Form

The Budget Form: Nurse Preceptor Hours (Budget Form) is an Excel workbook that includes data fields and calculations for each nurse preceptor for the following:

1. Number of nurse preceptor hours per week
2. Number of weeks for which preceptor supervision will be provided
3. Incentive Pay rate per preceptor hour funded by the Program (up to \$5)
4. Incentive Pay rate per preceptor hour funded by the Eligible Employer (Employer Match Funds), if any.

The time period covered by the Budget Form is July 1, 2023 to June 30, 2024, an estimated 52 weeks.

Eligible Employers may elect to complete the Budget Form for less than 52 weeks if they do not plan to offer Incentive Pay for preceptor supervision through June 2024.

Thank You!

Questions can be directed to
ahs.nurseworkforcegrants@vermont.gov