



<p>Team Name: French Language Services</p> <p>Team Lead: Regional Director – Communications and FLS</p> <p>Approved by: Executive Director – Mid</p>	<p>Reference Number: ORG.1111.PL.003</p> <p>Program Area: Communications/French Language Services</p> <p>Policy Section: French Language Services</p>
<p>Issue Date: September 18, 2014</p> <p>Review Date:</p> <p>Revision Date: November 1, 2018</p>	<p>Subject: French Language Services (FLS) – Designation of Bilingual Sites and Positions</p>

POLICY SUBJECT:

French Language Services (FLS) – Designation of Bilingual Sites and Positions

PURPOSE:

The purpose of the policy is to facilitate with integrity, compassion, excellence and respect the:

- Active Offer of French-language health services and the delivery of health services in both official languages;
- designation of bilingual sites according to the provincial legislation; and
- designation of bilingual positions while ensuring a bona fide process that is relevant to the service provided, according to the provincial policy.

This is in accordance with the:

- Government of Manitoba French Language Services Policy (ORG.1111.PL.001.SD.01);
- French Language Services Regulation under the Manitoba Regional Health Authorities Act (ORG.1111.PL.001.SD.02); and
- Concentration of francophone population in Southern Health-Santé Sud as indicated in the Government of Manitoba French Language Services Policy and current census data (ORG.1111.PL.001.SD.03)

BOARD POLICY REFERENCE:

Executive Limitation (EL-1) – Global Executive Restraint & Risk Management

Executive Limitation (EL-2) – Treatment of Clients

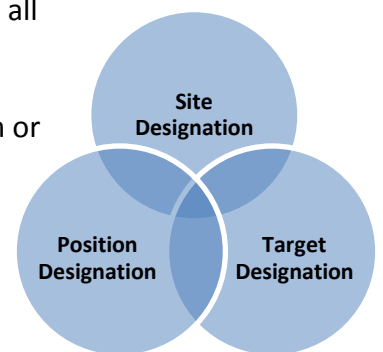
Executive Limitation (EL-3) – Treatment of Staff

POLICY:

1. Southern Health-Santé Sud designates bilingual (English/French) sites and positions in accordance with the:
 - 1.1. Government of Manitoba French Language Services Policy (ORG.1111.PL.001.SD.01);
 - 1.2. French Language Services Regulation under the Manitoba Regional Health Authorities Act (ORG.1111.PL.001.SD.02);
 - 1.3. Provincial policy on “Designation Policy for Francophone and Bilingual Facilities, Programs and Services”; and
 - 1.4. Concentration of francophone population in Southern Health-Santé Sud, as indicated in the Government of Manitoba French Language Services Policy and current census data (ORG.1111.PL.001.SD.03).
2. In accordance with the provincial policy ‘Human Resources French Language Policy for Health Care Services’, Southern Health-Santé Sud recognizes that bilingualism is a bona fide qualification within all designated bilingual positions. A bilingual incumbent hired into a designated bilingual position accepts responsibility to provide services in both English and French.
3. Framework for designation of bilingual positions in Southern Health-Santé Sud:

A consistent, regional approach is used in the designation process of bilingual positions in Southern Health-Santé Sud aligning with the Chartier Report *Above All, Common Sense* (1998) and the provincial vision. The framework for designation of bilingual positions addresses:

 - 3.1. Types of bilingual designation:
 - 3.1.1. Site Designation: where designation is applied within an institution located in an area with a higher concentration of francophone population, all positions are designated;
 - 3.1.2. Position Designation: where a specific position (site, program or service) is designated to offer and deliver health services in both official languages;
 - 3.1.3. Target Designation: where an optimal target number of designated bilingual employees are identified to offer and deliver health services in both official languages within a regional program or service.



- 3.2. Designation principles include but are not limited to:
 - 3.2.1. Health centres and personal care homes located in areas with higher concentration of francophone population are designated 100%, for example:
 - Centre médico-social De Salaberry District Health Centre and the Repos Jolys (Hospital and Personal Care Home)
 - Centre de santé Notre-Dame Health Centre and the Foyer Notre-Dame (Hospital and Personal Care Home)
 - Centre de santé St. Claude Health Centre (Transitional Care Unit, Personal Care Home and Wellness Centre)
 - Hôpital Ste-Anne Hospital
 - 3.2.2. Programs and services serving areas with higher concentration of francophone population as per the Government of Manitoba French Language Services Policy; and
 - 3.2.3. Sufficient number of positions to offer and deliver health services in both official languages in areas with higher concentration of francophone population.

PROCEDURE:

1. The FLS Unit, in collaboration with the leadership of the respective sites, programs and services, determines bilingual designation in accordance with policy statements herein and the provincial "Designation Policy for Francophone and Bilingual Facilities, Programs and Services".
2. The director of a site, program or service consults the FLS Unit to determine requirement for bilingual designation when:
 - 2.1. A vacancy occurs in a target designation within a regional program or service;
 - 2.2. A new position is identified;
 - 2.3. Organizational changes occur.
3. Recruitment and selection into designated bilingual positions is carried out in accordance with the HR Recruitment & Selection Procedures

SUPPORTING DOCUMENTS:

- [ORG.1111.PL.001](#) French Language Services (FLS) – General Policy
- [ORG.1111.PL.001.SD.01](#) Government of Manitoba French Language Services Policy
- [ORG.1111.PL.001.SD.02](#) French Language Services Regulation under the Manitoba Regional Health Authorities Act
- [ORG.1111.PL.001.SD.03](#) Concentration of francophone population in Southern Health-Santé Sud
- [ORG.1111.PL.001.SD.04](#) Development and Approval Process for Multi-Year Strategic FLS Plans of RHAs
- [ORG.1111.PL.002](#) French Language Services (FLS) – Communications in Official Languages

- [ORG.1111.PL.004](#) French Language Services (FLS) – Translation
- HR Recruitment & Selection Procedures

REFERENCES:

- Provincial [Human Resources French Language Policy for Healthmbh Care Services](#) (username: mbshared; password: mbpolicy)
- Provincial [Designation Policy for Francophone and Bilingual Facilities, Programs and Services](#) (username: mbshared; password: mbpolicy)
- Gauthier, Hubert. [Linguistic Competence and Quality of Services](#) (Business Case for Quality French Language Health Care Services). March 2012
- Gauthier, Hubert. Exploratory Study on Language Proficiency as a Hiring Criterion. June 2011
- Chartier, Honourable Judge Richard. [Above All, Common Sense](#) – Report and Recommendations on French Language Services within the Government of Manitoba (Commissioned by the Government of Manitoba). May 1998
- The Manitoba Regional Health Authorities Act (C.C.S.M. c. R34) – French Language Services Regulation 46/98. March 30, 1998
- [Francophone Community Enhancement and Support Act \(2016\)](#)