

**Northwest Territories
HEALTH AND SOCIAL SERVICES SYSTEM
CLINICAL OBSERVERSHIP &
JOB SHADOWING PROGRAMS**
Guidelines

*You have to find what sparks a light in you so that
you in your own way can illuminate the world.*

NWT Health and Social Services System Clinical Observership and Job Shadowing Program Guidelines

1. Program Descriptions

The Northwest Territories Health and Social Services System (HSS System) Clinical Observership and Job Shadowing Programs (the Programs) are for NWT residents seeking in-person learning opportunities related to health and social services professions.

The HSS System includes the Northwest Territories Health and Social Services Authority (NTHSSA), the Hay River Health and Social Services Authority (HRHSSA), the Tłıchʔ Community Services Agency (TCSA – Health), and the Department of Health and Social Services (DHSS).

Both programs are administered through the Talent Acquisition Unit within the NTHSSA, with the Program Specialist acting as the primary contact.

2. Program Objectives

The objective of the Programs are to provide Applicants with first-hand, short-term opportunities to experience the HSS System alongside professionals in occupations of interest. Both programs provide a practical opportunity to gain exposure to an occupation, while observing Mentors in their day-to-day work.

The Programs are intended to:

- **Provide insight into personal suitability.** Through exposure to a profession and the work involved, participants will gain a better understanding of whether a profession/career is a good fit for them.
- **Promote networking / contact building.** The Programs offer an opportunity to establish professional relationships with individuals actively working in an occupation of interest. This can help establish professional networks and build formal and/or informal Mentor-mentee relationships.

3. Program Details

The NWT HSS System supports **Clinical Observerships, Job Shadowing, and Practicum Placements**, however these guidelines are specific only to Clinical Observerships and Job Shadowing. Practicum Placements follow a different set of guidelines.

Clinical Observerships are for Applicants with some education and/or working experience in a health and social services field, where they are matched with a Mentor working in that field, to observe their work in a health or social services setting. Clinical Observerships are unpaid and recommended for a **maximum of five workdays**. The Applicant will not be granted independent access to facilities and resources and will not provide any services.

Job Shadowing is for students and youth who may or may not have education and/or working experience in a health and social services field and wish to shadow a mentor working in a specific field during their day-to-day work. Job Shadowing opportunities are unpaid and recommended for **up to two ½ days**. They will not be granted independent access to facilities and resources and will not provide any services.

Practicum Placements (outside of these guidelines) are initiated as part of program requirements through an academic or technical institution, in which a student needs to complete a set number of hours to show competence to achieve a designation or graduate certificate. Practicum placements are unpaid. A Practicum Agreement needs to be signed by the NWT HSS System and the academic or technical institution prior to a student starting a practicum. For more information on Practicum Placements or Practicum Agreements, please contact hssprograms@gov.nt.ca.

	Job Shadowing	Clinical Observerships	Practicum Placements (outside of these guidelines)
Affiliated with educational or technical institution?	No.	No.	Yes.
Who is eligible to access this initiative?	Students and youth, interested in finding out more about a specific health and social services profession.	Individuals with education/work experience in a specific health and social services field, interested in observing a mentor.	Students of academic or technical institutions, required to complete practicum hours as part of educational requirements.
Length of Program or Initiative?	Recommended maximum of two ½ days.	Recommended maximum of 5 workdays.	Varies, as directed by academic or technical institution.
Paid opportunity?	No.	No.	No.
Will the Applicant provide any services?	Participant observes only.	Participant observes only.	Varies, as directed by academic or technical institution.

Appendix A provides examples of the professions employed within the NWT HSS System that may be eligible for clinical observerships or job shadowing. While the Program Specialist will attempt to find opportunities in an Applicant's field(s) of interest, successful clinical observership or job shadow opportunities are not guaranteed, due to the availability of Mentors at a given time, and / or the nature of the work.

4. Program Eligibility

The **Clinical Observership Program** is open to Applicants with some education and/or working experience in a health and social services field, where they are matched with a Mentor working in that field, to observe their work in a health or social services setting.

The **Job Shadowing Program** is open to high school, postsecondary students, recent graduates, and others considering a career in the HSS professions. No related education or work experience is required, only an interest to learn about a particular health and social services field.

Neither Programs are tied to an academic program.

Priority will be given to eligible Applicants who are considered priority candidates under the [Affirmative Action Policy](#):

- Priority 1 candidates (Indigenous Aboriginal Persons)
- Priority 2 candidates (Indigenous non-Aboriginal Persons or Resident Disabled Persons)

Priority will also be given to those Applicants who have resided in the Northwest Territories (NWT) for at least one year prior to applying.

5. Roles and Responsibilities

Mentors

- Finalize details of Clinical Observership or Job Shadowing opportunity with Applicant.
- Complete application form and submit to PracticeNWT.
- Actively Mentor Applicant during opportunity.
- Complete an end of program survey.

Applicants

- Where a Mentor has not been identified, complete application form and submit to PracticeNWT.
- Where a Mentor has been identified, finalize details of Clinical Observership or Job Shadowing opportunity with Mentor.

- Complete and submit all program requirements, as outlined in the clinical observership / job shadow agreement.
- Actively participate in program activities.
- Complete an end of program survey.

Talent Acquisition Unit / Program Specialist

- Provide coordination and administration of the Programs.
- Provide guidance to Applicants and Mentors on the Programs process.
- Help identify potential Mentors and opportunities for Applicants.
- Monitor, evaluate, and report on program outcomes.

6. Program Funding

Clinical observerships and job shadowing opportunities are voluntary (unpaid). There is no funding associated with either program.

7. Program Deadlines

Both programs are open for application year-round.

8. Application Process

Individuals who are interested in a Clinical Observership or Job Shadowing may have already spoken to a Mentor who has agreed to support them with these programs.

If a Mentor has been identified, in coordination with the Applicant, the Mentor should complete the Application Form and submit it to PracticeNWT@gov.nt.ca.

If a Mentor has not been identified:

- a) The Applicant should complete the first section of the Application Form and submit it to PracticeNWT@gov.nt.ca.
- b) The Program Specialist will review each application for suitability and help identify potential Mentors, based on the area(s) of interest and community identified in the application.
- c) Once an opportunity has been identified, the Mentor will work with the Applicant to complete the second half of the Application Form.
- d) Our health and social service professionals are eager to welcome program applicants, however, placements are based on staffing availability and can not be guaranteed.

The application requires sign off by the Applicant, their parent or guardian (if the Applicant is under 18), and the Mentor.

Once an opportunity has been approved and the completed application form submitted to the Program Specialist:

- a) The Program Specialist will provide the **Clinical Observership / Job Shadow Agreement (Agreement)** to the Applicant and copy the Mentor.
- b) The Applicant will need to complete all necessary pre-site orientation and acknowledgements, as identified in the Clinical Observership / Job Shadow Agreement. This includes:
 - a. Reviewing orientation documentation
 - b. Immunization requirements
 - c. Confidentiality Agreement
 - d. Indemnity Agreement
- c) The Applicant will need to send the completed **Agreement** to PracticeNWT@gov.nt.ca, copying their Mentor, at least 1 week prior to the placement.
- d) The Programs Specialist will review the **Agreement** to confirm completeness and will follow up with the Applicant and Mentor, as necessary. The placement can only occur if all documentation is received in advance.
- e) The Applicant and Mentor participate in the opportunity. Should either the Applicant or the Mentor need to change the Clinical Observership or Job Shadowing date or times, they shall coordinate and come to a mutually agreed upon alternative.
- f) The Program Specialist will send out surveys to both the Applicant and the Mentor following the completion of the placement. These surveys will help to measure the outcomes of the Programs.

9. For More Information

For information on the Clinical Observership and Job Shadowing Programs, please visit www.PracticeNWT.ca or contact the Program Specialist at PracticeNWT@gov.nt.ca.



Appendix A: NWT Health and Social Services System Occupations

Community & Cultural Health

Clerk Interpreter
Cultural Safety Officer
Community Health Representative
Community Development & Wellness Planner
Personal Support Worker
Resident Care Aide
Home Support Worker

Nursing

Licensed Practical Nurse
Community Health Nurse
Public Health Nurse
Registered Nurse
Nurse Practitioner

Physicians

Family Physician
Specialist Physician

Public Health & Administration

Environmental Health Officer
Epidemiologist
Facility Planner
Health Economic Policy Advisor
Infection Protection and Control
Medical Transcriptionist
Program Assistant
Quality Risk Manager

Rehabilitation Services

Audiologist
Occupational Therapist
Physiotherapist
Respiratory Therapist
Speech Language Pathologist

Social Wellbeing & Supports

Child and Youth Care Counsellor
Healthy Family Worker
Mental Health Counsellor
Social Worker

Working with Technology

Biomedical Engineering Technologist
Biomedical Engineer
Sonographer / Ultrasound Technician
Medical Laboratory Technologist
Medical Radiation Technologist
Reprocessing Technician
Sonographer

Additional HSS Careers

Dietary Aide
Dietician
Emergency Medical Responder
Behavioural Health Worker
Midwife
Pharmacist
Ophthalmology Technician
Oral Health Professional