

# NWT HEALTH SYSTEM

## PRACTICUM PLACEMENT QUICK GUIDE

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### Contact Information:

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#### Overview

The Northwest Territories Health and Social Services Authority (NTHSSA) is committed to providing continuous learning, developmental and educational experiences to students studying in the field of Health and Social Services (HSS). The NTHSSA is dedicated to working collaboratively with post-secondary, academic and technical institutions (educational institutions) to provide hands on, opportunities for students wanting to experience and learn within clinical and non-clinical settings across the Northwest Territories.

It is the goal of the NTHSSA to teach students about the unique ability to provide essential health and healthcare services to those living and working in the North, while respecting and engaging in the collaborative care provided to the Indigenous Population, Northern Population and Residents of the Northwest Territories. The NTHSSA is a professional community where students can maximize learning opportunities while acquiring, practicing, and refining their skills before entering the workforce.

#### NWT Health System

The Talent & Organizational Development Division works in collaboration with the NWT Health & Social Services System (HSS System). The Strategic Learning and Talent Development Unit (SLTD) within the Northwest Territories Health and Social Services Authority is responsible for the administration of the Practicum Placement Program. The Practicum & Student Placement Agreement is a joint agreement between the *Northwest Territories Health & Social Services Authority, the Hay River Health and Social Services Authority, and the Tlicho Community Services Agency*. By entering into this agreement jointly, we are collectively allowing students from academic institutions to pursue placement opportunities within the field of Health & Social Services, throughout the entirety of the NWT HSS System.

Northwest Territories Health and Social Services Authority (NTHSSA)

Regions: Beaufort-Delta, DehCho, Fort Smith, Sahtu, Stanton, Yellowknife

Hospitals: Fort Smith, Inuvik, Yellowknife

Health and Wellness Centres

Hay River Health and Social Services Authority (HRHSSA)

Hospital: Hay River

Tlicho Community Services Agency (TCSA)

Health and Wellness Centres

Long Term Care Facility

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#### Pre-Placement Requirements (3)

The NWT HSS System encourages students to explore clinical and non-clinical placement opportunities within the NWT Health and Social Services Authority, the Hay River Health and Social Services Authority and the Tlicho Community Services Agency. All placements are unpaid.

The NWT HSS System requires the following requirements be met prior to the placement of students for practicums within the system.

##### [Affiliation Agreement \(Practicum Placement Agreement\)](#)

A valid Practicum Affiliation Agreement (Practicum Placement Agreement) must exist between the NWT Health System and the Education Institute. All requirements are the same for "Student" Placements from [Non-Academic Institutions](#).

The list of Agreements may be viewed here: [affiliation agreements](#)

Education Institutes may initiate the agreement process by contacting the Strategic Learning & Talent Development (SLTD) Unit within the Northwest Territories Health and Social Services Authority at [HSSPrograms@gov.nt.ca](mailto:HSSPrograms@gov.nt.ca) for a copy of the standard template.

##### [Immunizations and TB Screening Status](#)

All students (workers) seeking to complete placements within the NTHSSA must follow all direction related to the NTHSSA Immunization and TB Screening SOP as set out by the NWT Territorial Health and Occupational Safety Office and Public Health.

All students seeking to complete placements within the NWT HSS System must comply with the provisions set out under all GNWT Immunization related Acts, Policies and Procedures including, but not limited to proof of vaccination status. All students must provide proof of current immunizations status and TB screening to their educational institution to which the student provides permission for the NWT Health System to access upon request.

##### [Criminal Records Check](#)

All students seeking to complete placements within the NWT HSS System must provide a satisfactory Criminal Records Check, including a vulnerable sector check, to their educational institution (school), that has been completed within the past three (3) months, prior to commencing a Student Practicum Placement.

All students must provide a clean Criminal Record history, and any identified Criminal Records must be disclosed through the educational institution (school) to [HSSPrograms@gov.nt.ca](mailto:HSSPrograms@gov.nt.ca) who will notify risk management to determine if the placement can be authorized.

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#### Initiating a Practicum Placement Affiliation Agreement:

The NWT Health System welcomes all inquiries for affiliation agreements for potential Practicum Placements. A template is available for academic institutions for review upon request through [HSSPrograms@gov.nt.ca](mailto:HSSPrograms@gov.nt.ca)

The Student or Instructor will provide the contact email of the Representative at the Educational Institution who has the authority to coordinate the review and signing of a Practicum Agreement Affiliation with the NWT HSS System. The information may be provided to the Strategic Learning and Talent Development (SLTD) Unit at [HSSPrograms@gov.nt.ca](mailto:HSSPrograms@gov.nt.ca)

The SLTD Unit within the Northwest Territories Health and Social Services Authority is responsible to lead the process with the Education Institute on behalf of the HSS system, to secure or renew all Practicum Affiliation and Student Practicum Placement Agreements. SLTD will provide a **Practicum Affiliation Agreement Template** for the institution to review with the Legal and Quality Risk Management Divisions at their Institute.

The SLTD unit will work with the Education Institute, and subsequent stakeholders to ratify a legal and binding, HSS System Practicum Affiliation Agreement with the Education Institute. The agreement shall include the entirety of the programs offered by the Education Institute and be authorized by the Head of the Institution.

Any significant or requested changes to the Agreement template may be subject to review by the Government of the Northwest Territories (GNWT) Legal and Quality and Risk Management Divisions. The process may take up to three (3) months to allow for review by both parties and to obtain authorizing signatures.

The SLTD unit will ensure the agreement is signed by all the representing Heads of Authority from the NWT HSS System. A fully signed document will be provided to Educational Institute for their records. Unless otherwise identified by the Institute, the agreement will have no expiration date and will be reviewed every 3 years.

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### Practicum Placement Roles and Responsibilities

The Student or Instructor is responsible for locating and securing a Practicum Supervisor within the NWT Health System. The process will be initiated by the submission of a Student Practicum Placement Request Form with supporting documents (resume, cover letter and proof of enrollment) to the Strategic Learning & Talent Development Unit at the NTHSSA.

The Strategic Learning & Talent Development (SLTD) Unit will be responsible for ensuring an affiliation agreement is in place and the required documents are in order to begin the practicum. The SLTD unit will facilitate a virtual introduction to the management in the areas of interest for the Student or Instructor to begin their placement queries. All documents and agreements must be provided to the SLTD prior to commencement of the practicum.

The Regional Managers will review the Student Practicum Placement Request Forms to determine if there is capacity to place the student within their region and will respond to Student or Instructor within 2 weeks of the virtual introduction. Confirmation of the practicum period will be between the Instructor and Manager.

The Employee who agrees to take on the role of Practicum Supervisor will commit to the placement time period and training objectives after ensuring that their department manager approves the commitment. An Individual Practicum Supervisor Agreement form must be completed by the Employee and the Student. A back up supervisor is required in the event the Employee becomes unavailable.

## Initiating a Practicum Placement Request

Student or Instructor confirms that the Education Institute has a **current Affiliation Agreement** with the NWT Health System. The Instructor will contact HSS Programs to initiate an Affiliation Agreement if none is in place. The process can take up to 3 months. A list of the current Affiliation Agreements can be found at [Practicum Affiliation Agreements](#).

The request for practicum placement may be submitted by either the Student or the Instructor.

- Submit a **Student Practicum Placement Request Form** to the SLTD Unit at [HSSPrograms@gov.nt.ca](mailto:HSSPrograms@gov.nt.ca). The form will be distributed to the applicable Departments for a virtual introduction.
- Submit the Practicum Placement Request Form directly to the department or unit where the placement is preferred.
- Aurora College program students will have their placements coordinated directly by their Instructor.

The department managers are expected to respond within two (2) weeks to the Student or Instructor to advise if the request can be accommodated. The instructor or student is encouraged to follow up after the virtual introduction with the department managers to determine if there is availability for placement.

If a Practicum Supervisor (employee) has been directly sourced and agreed to commit, the student identifies the employee on the Practicum Placement Request.

## Individual Practicum Supervisor Agreement

The Practicum Supervisor must ensure that the commitment is approved by their manager and will not affect operational requirements.

The Practicum Supervisor must identify an alternate or secondary Supervisor to replace or act in their place in the event the Supervisor is unavailable for a portion or the entirety of the practicum due to events outside of the Supervisor's control.

The Practicum Supervisor and Student complete an Individual Practicum Supervisor Agreement which is a contract that outlines the terms and objectives of the commitment for the duration of the practicum and submit to [HSSPrograms@gov.nt.ca](mailto:HSSPrograms@gov.nt.ca)

## Student Placement Agreement

The student will submit a completed copy of the Student Placement Agreement that outlines the privacy, commitment, criminal record check status, immunization and TB screening status and insurance expectations to [HSSPrograms@gov.nt.ca](mailto:HSSPrograms@gov.nt.ca) before the practicum commences.

The school, facility, start and end dates and practicum supervisor information along with all signatures will be included on the binding Student Placement Agreement in order to be accepted.

Once the Student Placement Agreement has been received, the placement may commence.

## Placement Commencement

Once all of the pre-placement requirements are met (current Practicum Affiliation Agreement, proof of vaccination status and TB screening and an acceptable Criminal or Police Records Check with vulnerable sector check included), the Student Practicum Agreement, the Individual Practicum Supervisor Agreement Forms are received by the SLTD Unit and the Student has secured their required Out of Territory/Province Medical Travel Insurance, the Student may begin their practicum placement.

## Travel and Accommodations:

The student is responsible for the arrangement and payment of all travel and accommodations.

## Confidentiality and Privacy

Confidential information will be kept in strict confidence by all parties except to the extent as required by law. An Oath of Secrecy form must be completed by all students. As an "Agent" of the HSSA's under the s.9 of the *Health Information Act* the workers shall not disclose any "confidential information" (student information, personal health information, and other confidential information) to any unauthorized third party and this will survive the termination of this agreement.

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#### Insurance

The Education Institute and the Health System shall at its own expense, maintain both a commercial general liability insurance (bodily injury, personal injury and property damage, including loss of use) and medical malpractice insurance where students are to provide any medical services (supervised or unsupervised) for patients or related to.

See section 6, Insurance within the NWT Health System “Practicum Affiliation Agreement” template. Proof of Insurance and or/WCB or equivalent coverage certificate may be provided upon request to either the Education Institute or Health System.

The Education Institute (school) is responsible for ensuring that its Students, Instructors, and if applicable, its employees are insured under Workers Compensation Board Insurance, or provincial equivalent.

The Student is required to obtain Out of Territory Travel and Medical Insurance for sickness and injury and medical evacuation coverage for the duration of the practicum period.