

Frequently Asked Questions (FAQ's)

Northwest Territories Health and Social Services System REFERRAL PROGRAM

What is the Referral Program?

The Northwest Territories Health and Social Services System (HSS System) Referral Program (Referral Program) is an incentive program available to all Government of the Northwest Territories (GNWT) and HSS System employees. The purpose of the program is to attract nurse practitioners (NPs), physicians, and registered nurses (RNs) to indeterminate and term positions within the HSS System.

Please refer to the Referral Program Guidelines for more details.

Who is eligible to be a referrer?

All Government of the Northwest Territories (GNWT) and HSS System employees, including full-time, part-time, term, relief, and casual, are eligible if they are employed at the time their referral is submitted, except employees with an active role in the recruitment of HSS System staff.

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

Eligible employees within the public service include employees of Aurora College, WSCC, Housing NWT, BDIC, government departments, Tłı̄ch̄o Community Services Agency, NTHSSA, Commission Scolaire francophone, divisional education councils, Northwest Territories Power Corporation, and the Human Rights Commission are all public servants under the Act.

Who is ineligible to be a referrer?

The following GNWT and HSS System employees have an active role in the recruitment of HSS System staff and are not eligible for referral payments:

- Deputy Minister of Health and Social Services
- Assistant Deputy Ministers of Health and Social Services
- Chief Public Health Officer
- Chief Executive Officers of NTHSSA, HRHSSA and TCSA
- Physician Leadership (Territorial Medical Director, Area Medical Directors, Territorial Clinical Leads of Medical Education)

- GNWT Department of Finance staff involved in attraction and/or recruitment activities
- NTHSSA Talent Acquisition Unit (TAU)
- NTHSS Office of Medical Affairs and Credentialing (OMAC)
- HRHSSA Human Resources Department
- Any other staff who have an active role in recruitment of health and social services professionals as part of their day-to-day work

How do I refer a candidate?

Submit the completed Referral Form to PracticeNWT@gov.nt.ca.

Can I refer more than one candidate?

Yes, you can refer more than one candidate.

Can I refer multiple candidates using the same form?

No, a separate Referral Form must be completed for each candidate referred.

Who can be referred?

Candidates are eligible through the Referral Program if they:

- Are available to work as an NP, physician, or RN in an indeterminate or term position for a year or more within the HSS System.
- Are eligible for licensing within the Northwest Territories.
- Do not have any outstanding Return of Service (ROS) agreements with the GNWT, HRHSSA, or TCSA.
- Have not been employed in the HSS System as a NP, physician, or RN in the six months prior to the date the referral was submitted.
- Are not already actively being recruited by the HSS System. Referrers identifying candidates already in active discussions about employment opportunities with the HSS System are not eligible for referral payments for that candidate.

If I refer a candidate who has already been in recent discussions with the Department of Finance/HSS System around employment opportunities, will I be eligible for a referral payment?

No. The intention of the Referral Program is to help identify new candidates who may be interested in employment opportunities within the HSS System.

Can more than one individual receive referral payments for the same candidate?

No. In circumstances where a candidate has already been referred within the six-month window (12 months for physicians), subsequent referrers of the same candidate are not eligible for referral payments.

How much will I be eligible to receive for making a referral through the Referral Program?

The Referral Program will pay up to \$2,000 to a successful referrer for every candidate referred.

- The first \$1,000 payment is issued after the candidate's first day of work.
- A second \$1,000 payment is issued if/when the candidate completes one year of service.

When will I receive my first payment?

Payments will be processed on a referrer's paycheque following the candidate's first day of work.

How will I receive my payment?

Payments will be processed on a referrer's paycheque.

How long will it take to receive payment?

Payments will be processed within four weeks of requests made by the Program Specialist.

When will I receive my second payment?

Second payments will be processed after the candidate has completed one year of service. If the candidate does not complete one year of service, the second payment will not be issued.

If a candidate has a break in service, the second referral payment will be processed when/if the candidate reaches their one-year of service.

Am I still eligible for the second referral payment if the candidate changes positions before their first year of service is completed?

A referrer is still eligible for the second referral payment if the candidate changing positions remains employed within the HSS System in a NP, physician, or RN position.

Do I have to pay taxes on my referral payment(s)?

Yes. Referral payments issued under the Referral Program are subject to income tax.

Am I still eligible to receive the referral payment(s) if I no longer work for the GNWT and/or HSS System at the time the first and/or second payments are due?

GNWT and HSS System employees are eligible to receive payments if they are employed at the time their referral is submitted. They do not have to still be employed when the first and/or second payments are owed.

Can I refer family members?

Yes, a referrer can refer family members.

How long is my referral valid for?

The candidate must have signed a job offer with the HSS System within six months from the date of the initial referral for NPs and RNs, and within 12 months for physicians for the referral to remain valid.

If I am a GNWT or HSS System employee living outside the NWT, am I still eligible to be a referrer?

Yes, you are still eligible to be a referrer.

How can I find more information on the Referral Program?

For information on the NWT HSS Referral Program, please visit <https://www.practicenwt.ca/en/nwt-health-and-social-services-referral-program> or contact PracticeNWT@gov.nt.ca.