



Northwest Territories  
HEALTH AND SOCIAL SERVICES SYSTEM  
**REFERRAL PROGRAM**  
*Guidelines*

# Northwest Territories Health and Social Services System Referral Program Guidelines

## 1. 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)<sup>1</sup> 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.

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).

An employee who successfully refers a candidate (i.e., NP, physician, or RN) to an open indeterminate or term position for a year or more within the HSS System may be eligible to receive up to \$2,000 for their recruitment efforts.

## 2. Program Objective

The Referral Program is intended for GNWT and HSS System employees to recommend potential candidates to vacant NP, physician, and RN positions within the HSS System from their personal and professional networks.

## 3. Who is eligible to refer through the Referral Program?

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<sup>1</sup> Aurora College, WSCC, Housing NWT, BDIC, government departments, TCSA, NTHSSA, Commission Scolaire francophone, divisional education councils, Northwest Territories Power Corporation, and the Human Rights Commission are all public servants under the Act.

All 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. This does not include employees with an active role in the recruitment of HSS System staff.

#### **4. Ineligible Staff**

The following GNWT and HSS System staff have an active role in the recruitment of HSS System staff, and are therefore 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)
- NTHSSA Office of Medical Affairs and Credentialing (OMAC)
- HRHSSA Human Resources Department
- Any other staff who have an active role in the recruitment of health and social services professionals as part of their day-to-day work

#### **5. How long is a referral valid?**

A referral is valid for up to six months (NPs and RNs) or twelve months (physicians) from the referral submission date, during which time the candidate must sign a job offer. Job offers signed more than six months past the referral submission date (twelve months for physicians) will not be eligible for a referral payment.

One referrer will be provided a referral payment for each candidate. In circumstances where a candidate already has an active referral, subsequent referrers of the same candidate are not eligible for referral payments.

## 6. 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 or HSS System.
- 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 being actively recruited by the HSS System. Referrers identifying candidates already in active discussions about employment opportunities with the HSS System will not be eligible for referral payments for that candidate.

## 7. Referral Process

To refer a candidate, a referrer must complete the Referral Form and submit to [PracticeNWT@gov.nt.ca](mailto:PracticeNWT@gov.nt.ca)

Referral Forms include information about the referrer and proposed candidate to confirm eligibility and provide contact information.

Should the candidate be successful in the competition, payment will be initiated after their first day of work.

## 8. Referral Payments

Referral payments are issued in two equal payments and are included on the referrer’s paycheque.

- The first payment (\$1,000) is issued after the candidate’s first day of work.
- The second payment (\$1,000) is issued after the candidate has completed one year of continuous employment.

### Payment Schedule

Candidate starts work	\$1,000
Candidate remains in their position for one (1) year	\$1,000

<b>Maximum Total per Referral</b>	<b>\$2,000</b>
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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 issued when the candidate reaches their one-year of service.

It is important to note that referral payments issued under the Referral Program are subject to income tax.

## 9. Roles and Responsibilities

The following section outlines Referral Program roles and responsibilities:

### Referrers (eligible GNWT and HSS System employees)

- Promote employment opportunities within the NWT through personal and professional networks.
- Recommend qualified candidates as NP, physicians, and RN positions within the HSS System.

### Talent and Organizational Development Division

- Oversight and administrative compliance with these Guidelines and associated Agreements.
- Decision-making related to development, administration, and implementation of these Guidelines.

### Program Specialist

- Promote and provide information on the program.
- Administer the Referral Program, including:
  - Reviewing documents submitted for the program.
  - Authorizing and processing payments for approved referrers.
  - Maintaining all documentation related to the program.
  - Ensuring all program participant information is kept confidential.
- Initial candidate outreach to determine interest, eligibility, and opportunities.
- Communicate with referrers regarding process.

- Provide regular reporting on the program.

#### Financial and Employee Shared Services

- Issue referral payments

### **10. For More Information**

For more information on the Referral Program, please visit <https://www.practicenwt.ca/en/nwt-health-and-social-services-referral-program> or contact the Program Specialist at [PracticeNWT@gov.nt.ca](mailto:PracticeNWT@gov.nt.ca).