



2018/19 Targeted Academic Support Program Program Guidelines

1. Program Description

The Targeted Academic Support Program (TASP) provides financial support of up to \$50,000 to front line health and social services practitioners employed in indeterminate health and social services professions within the Northwest Territories Health and Social Services System (HSS System). It is intended for employees seeking to expand their scope of practice by attaining academic or technical training offered through accredited post-secondary academic institutions.

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

2. Objective

The objective of the program is to provide indeterminate front line health and social services practitioners with the opportunity to broaden their scope of practice in areas of need within the HSS System.

Each year, the selection committee will determine which occupation(s) are priority areas of need to be supported through TASP. Based on analysis regarding health and social services hard to recruit positions and/or occupational needs, prioritized occupations may vary from year to year.

For the 2018/19 fiscal year, priority consideration will be given to applicants pursuing accredited certificate, diploma, undergraduate or graduate degrees in the following occupations:

- Child and Youth Mental Health Counsellor
- Community Health Nurse
- Community Social Services Worker
- Diagnostic Medical Sonographer / Ultrasound Technician
- Labour and Delivery Nurse
- Nurse Practitioner
- Personal Support Worker / Long-Term Care Worker
- Registered Nurse – Critical Care
- Registered Nurse – Psychiatric Care

Applicants seeking financial support for academic and technical training for front line health and social services occupations not identified in the list above may be considered for TASP funding, if:

- It will help address an existing or future gap in the HSS System; and
- TASP funding is still available after applications for all priority occupations have been considered.

3. Funding Availability

Applicants may apply for up to \$50,000 in funding. Funding may be provided over more than one fiscal year, depending on the length of the academic or technical training.

TASP funding but cannot exceed a lifetime maximum of \$50,000 per applicant.

The number of applicants supported through the program will vary from year to year, based on prior year's budget commitments. TASP funding allocation decisions will be determined by the DM/CEO selection committee.

4. Applicant Eligibility

To be eligible for TASP, applicants:

- Must be a current, indeterminate employee of the HSS System.
- Must be applying for financial support for academic or technical training related to front line health and social services occupations.
- Must be obtaining/starting their academic or technical training through an accredited post-secondary academic institute in the 2018/19 academic year.
- Must be willing to sign a return of service agreement, if approved for funding through the program.

Mandatory work courses and/or training are not eligible for funding through TASP.

5. How to Apply

Interested applicants who meet the eligibility criteria should submit the following documentation to the Talent and Organizational Development Division (TODD) at hssprograms@gov.nt.ca by the application deadline:

- The completed and signed application form
- A current resume

- A letter of intent, which:
 - Outlines the education / technical training being proposed in the application.
 - Outlines the applicant's medium and long-term learning and career objectives.
 - Identifies how the proposed education / technical training will help support the applicant's organization and/or the GNWT.
 - Identifies how the proposed education / technical training will help expand the applicant's scope of practice.

The **deadline for 2018/19 application submissions is July 11th, 2018.**

Applicants are responsible for working directly with the academic institution to apply for acceptance into the proposed program.

6. Selection Process

All applications are reviewed and assessed by the selection committee, applying the following criteria for consideration when making their funding decisions:

- The applicant meets all eligibility criteria.
- The applicant has submitted all the requested documentation.
- The applicant has applied by the application deadline.
- The GNWT Affirmative Action Policy will be applied.

TODD will notify applicants and their direct supervisors of the selection process results via email.

Individuals not satisfied with the decision of the selection committee regarding their TASP funding application should complete a [Decision Review Request Form](#) and submit to DecisionReviewRequest@gov.nt.ca. The form should be completed and submitted within 30 days of receiving the decision.

7. Applicants Approved for Funding

If an applicant is approved for TASP funding:

- The applicant and their direct supervisor will be contacted via email, notifying them of conditional funding approval, pending official acceptance and enrolment into the academic institution.
- The applicant is responsible for providing TODD with a confirmation of enrolment into the academic institute specified in their application.

- The applicant will be required to sign a funding support agreement and return of service agreement that outlines the terms and conditions of the funding.
- The applicant must provide a copy of their transcript to TODD at the end of each academic year. Continued funding support is contingent on obtaining passing grades, as determined by the academic institution. If an applicant does not successfully complete the academic course(s), including all required assignments and practicums (if applicable), they will be required to repay some or all of the monies which have been provided as financial assistance through TASP.
- The applicant is expected to provide proof of graduation at the end of their academic studies or technical training. Failure to do so may result in the applicant being required to repay any monies provided as financial assistance through TASP.

Applicants are responsible for ensuring their contact and personal information are up-to-date. Any updates can be sent to hssprograms@gov.nt.ca.

8. Program Funding Details

Costs eligible for TASP funding include tuition, books and/or resources, travel, and residency costs associated with mandatory practicums.

Costs not eligible for TASP funding include application fees, student fees, salary/wages, operational coverage (back-fill costs), housing, per diems, child care expenses, parking fees, gas, car rental fees, and/or any costs that are incurred before the applicant has received final approval for funding support.

Additionally, only those expenses which have been pre-approved by TODD and which are eligible under the guidelines will be eligible for reimbursement.

Applicants are encouraged to access online training when feasible.

Applicants should ask for government rates when making travel arrangements and must use the most reasonable or economical means of travel possible.

Upon receipt of paid invoices/receipts for any eligible costs under TASP, TODD will reimburse the applicant by cheque within 30 days. Alternatively TODD will reimburse the employee's department/authority, if the department/authority pre-pays costs on behalf of the employee.

All receipts must be received by TODD no later than March 15th of the fiscal year in question. No retroactive payments will be made. Applicants approved for



funding for the next fiscal year may submit receipts after March 15th, although funding will come from the next year's funding.

For More Information

For information on TASP, please contact the Talent and Organizational Development Division at hssprograms@gov.nt.ca.