

## **Health and Social Services Emmett Hall Clerkship Elective Bursary Program**

### **INTRODUCTION**

In recognition of the contributions Justice Emmett Hall has made to the evolution of health care in Canada, the Department of Health and Social Services established a bursary in his name. The purpose of this bursary is to assist medical students with transportation costs to the Northwest Territories (NWT) by reimbursing them the cost of economy return airfare from their university city to the community where the clerkship will occur.

### **ELIGIBILITY**

Medical students in their clerkship year at a Canadian University are welcome to apply for the bursary. Medical students do not need to be NWT residents in order to qualify for this assistance.

Second year students will not qualify for this bursary unless their elective is part of the McMaster University or University of Calgary medical programs and in the last months of the three-year program.

### **LOCATIONS FOR THE CLERKSHIPS IN THE NORTHWEST TERRITORIES**

In the Northwest Territories there are five communities where it is feasible to do an elective: Yellowknife, Hay River, Fort Smith, Fort Simpson and Inuvik. Appendix "C" is a list and description of Authorities who may be contacted in order to discuss the possibility of a clerkship elective.

When arranging your clerkship elective, please correspond directly with the contact person, giving details of your preferred period(s) and some background information about yourself and your medical studies. It would be appreciated if your letter of inquiry could be typed, and a copy of your resume included.

### **PROCESS FOR ARRANGING A CLERKSHIP ELECTIVE IN THE NWT**

Medical students are responsible for making their own arrangements with the authorities for clerkship electives. The Department of Health and Social Services assists by providing information about communities, a list of the authorities and contacts and the Emmett Hall Clerkship Elective Bursary to help offset transportation costs.

Students begin by contacting the authority of choice regarding the possibility of a clerkship elective. The authority will work through the steps with the clerkship student. It is important to remember that it is entirely the prerogative of the physician and the authorities to agree to accept medical students.

Once confirmation is received that the elective has been arranged, if the student wishes to apply for the bursary, an application (Appendix A) should be submitted to the Department of Health and Social Services. Upon receipt of this form, the applicant will be notified of the status of their request. At the completion of the clerkship, the clerkship student must submit Appendix B along with required receipts in order to receive reimbursement. It is important that all forms submitted by the student are the original copy; faxes or e-mails cannot be accepted. Please notify the Student Support Officer, in writing, of any changes to your address, telephone number, or e-mail address as this may affect the timing in which you receive your payment or the T4A.

Because of the distances from larger medical centres, medical practices in the North are different from those in Southern Canada, and, many physicians travel to hold clinics in smaller isolated communities.

Liability insurance is necessary. It is the responsibility of the clerkship student to ensure that the respective medical school's liability insurance will cover the student while in the NWT.

The student must also receive an Educational Permit in order to complete the clerkship elective in the NWT.

### **EDUCATIONAL PERMIT**

Once the clerkship place and dates have been confirmed, documentation is required for the student to obtain an educational permit. It is the responsibility of the student to obtain this permit that will allow the student to undertake training in the Northwest Territories. An application package is attached. This form must be sent directly to:

**Registrar, Professional Licensing  
Department of Health and Social Services  
Government of the N.W.T.  
Box 1320, 8<sup>th</sup> Floor Centre Square Tower  
Yellowknife NT X1A 2L9  
Phone (867)920-8058 Fax (867)873-0484  
E-mail: professional\_licensing@gov.nt.ca**

***If you have any questions about the Educational Permit, please contact the Registrar's Office directly.***

# Appendix A



## Emmett Hall Clerkship Elective Bursary Application Form

Family Name: Social Insurance Number Given Name(s)	
Full Present Address	Phone Number
Full Permanent Address	Phone Number

### Assistance Required

Physician to act as preceptor	Location
Amount requested (airfare only, receipts required)	
\$	Travel from: To:

### Academic Background

Undergraduate Degree	Name of University
Place:	Date:

### MD Program

Name of University	Phone Number
Address	
How many years in your program?	What year will you be in at the time of your elective?
Why are you interested in the Northwest Territories?	
Signature	Date

Mail or deliver (Do not fax or e mail) completed form to: **Student Support Programs Officer  
Corporate Human Resources Division  
Department of Human Resources  
Government of Northwest Territories  
P.O. Box 1320 (YK5)  
Yellowknife, NT X1A 2L9**

\* Your social insurance number is required for taxation purposes if the bursary exceeds \$500. This personal information is being collected under the authority of *Access to Information and Protection of Privacy Act* and is protected by the privacy provisions therein. If you have any questions, contact the Student Support Programs Officer at the address above.

## Appendix B

### Justice Emmett Hall Clerkship Elective Bursary Verification of Clerkship Experience

This is to verify that:

\_\_\_\_\_  
(Student's Name)

Has successfully completed a clinical clerkship at the

\_\_\_\_\_  
(Hospital/physician clinic)

During the period of

From: \_\_\_\_\_ To: \_\_\_\_\_

and that I served as his/her preceptor during this period

\_\_\_\_\_  
(Name of Preceptor)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

***Please mail or deliver (Do not fax) this completed form along with your airline ticket so that you will receive your reimbursement:***

Justice Emmett Hall Clerkship Elective Bursary  
**Student Support Programs Officer**  
Corporate Human Resources Division  
Department of Human Resources  
Government of Northwest Territories  
P.O. Box 1320 (YK5)  
Yellowknife, NT X1A 2L9  
E-mail: [students@gov.nt.ca](mailto:students@gov.nt.ca)

\* Your social insurance number is required for taxation purposes if the bursary exceeds \$500. This personal information is being collected under the authority of *Access to Information and Protection of Privacy Act* and is protected by the privacy provisions therein. If you have any questions, contact the Student Support Programs Officer at the address above.

## **Appendix C**

### **Health and Social Services Authorities**

#### **YELLOWKNIFE:**

**Yellowknife** is the capital city with a population of approximately 18,000 residents.

**Stanton Territorial Health Authority:** Located in Yellowknife, Stanton Territorial Hospital, a modern 100-bed facility is the territorial referral centre. The emergency department is staffed by local family physicians, but has the support a number of physician specialists. The Stanton Regional Health Authority oversees the operations of the Stanton Territorial Hospital and its associated physician specialist clinics as well as the ophthalmology clinic, mental health clinic, otolaryngology services and child development program.

For further information contact

**Executive Assistant, Operations  
Stanton Territorial Hospital,  
P. O. Box 10, Yellowknife NT X1A 2N1  
Phone (867)669-4102 Fax (867)669-4128**

**Yellowknife Health and Social Services Authority:** There are four family physician clinics in the city Yellowknife. They are operated by the Yellowknife Health and Social Services Authority. These clinics are:

Frame Lake Family Physicians  
Great Slave Medical House  
Gibson Clinic  
Family Medical Clinic.

Some physician may travel to the surrounding communities (Rae/Edzo, Detah, Ndilo, Fort Resolution and Lutsel"Ke).

For more information contact:

**Yellowknife Health and Social Services Authority  
P.O. Box 608  
Yellowknife NT X1A 2N5  
Phone: (867)873-7276 Fax: (867)873-0289**

#### **HAY RIVER:**

**Hay River** is located just north of the Alberta border and is a community of 3,112 residents. The **Hay River Community Health Board** operates the H.H. Williams Memorial Hospital that provides medical care to Hay River and surrounding communities. The medical staff work out of a clinic located near the hospital.

For further information contact:

**Executive Assistant  
H.H. Memorial Hospital 3 Gaetz Drive Hay River NT X1A 0R0  
Telephone: (867) 874-7100 Fax: (867) 874-7118**

**FORT SMITH:**

**Fort Smith** is located almost on the Alberta/Northwest Territorial border and within the Wood Buffalo National Park. The Fort Smith Health and Social Services Authority operates a 25-bed complex that provides short-term inpatient care as well as long term care to residents in this area. There is no operating room and the medical clinic is part of the facility.

For more information contact:

**Fort Smith Health and Social Services Authority**  
**P. O. Box 1080**  
**Fort Smith NT X0E 0P0**  
**Phone: (867)872-6200 Fax: (867)872-6215**

**FORT SIMPSON:**

**Fort Simpson** is located adjacent to the Nahanni National Park Reserve. The Deh Cho Health and Social Services Authority operates a health center and provides the medical clinic services in the community and throughout the Deh Cho region.

For more information contact:

**Deh Cho Health and Social Services Authority**  
**Box 246**  
**Fort Simpson NT X0E 0N0**

**INUVIK:**

**Inuvik** is the largest community located in the extreme north. It lies at the top of the Dempster Highway and has a population of approximately 3,000. The tree line is adjacent to the town. The Inuvik Regional Health and Social Services Authority manages the health and social services throughout the Mackenzie Delta and Beaufort Sea regions, all north of the Arctic Circle. The Inuvik Regional Hospital, the only NWT hospital north of the Arctic Circle, is opening a "state of the art" facility between April and July 2003. It employs family physicians and general practitioners with additional certification in general surgery and anesthesia. Services are provided throughout the region by means of regular travel clinics to each of the communities. Students usually accompany the physician on at least one traveling clinic.

For more information contact:

**Medical Director**  
**Inuvik Regional Health and Social Services Authority**  
**Bag Service #2**  
**Inuvik NT X0E 0T0**  
**Phone: (867)777-8000 Fax: (867)777-8062**

***Physicians may be contacted through:***

**Yellowknife:**

Frame Lake Family Physicians  
312 B Airport Road  
Yellowknife NT X1A 3T3  
Telephone: (867) 873-3512  
Fax: (867) 873-3515

Family Medical Clinic  
Box 1559  
Yellowknife NT X1A 2P2  
Telephone: (867) 873-5881  
Fax: (867) 873-3175

Gibson Clinic  
Box 780  
Yellowknife NT X1A 2N6  
Telephone: (867) 873-5895  
Fax: (867) 873-0608

Great Slave Medical House  
Box 1180  
Yellowknife NT X1A 18L  
Telephone: (867) 920-4211  
Fax: (867) 873-5912

Stanton Medical Clinic  
Box 10  
Yellowknife NT X1A 2N1  
Telephone: (867) 669-4122  
Fax: (867) 669-4139

Stanton Medical Centre  
Box 10  
Yellowknife NT X1A 2N1  
Telephone: (867) 669-3100  
Fax: (867) 669-4271

**Fort Smith:**

Fort Smith Health Centre  
Box 1080  
Fort Smith NT X0E 0P0  
Telephone: (867) 872-6205  
Fax: (867) 872-6275

**Hay River:**

Medical Clinic  
Box 994  
Hay River NT X1A 0R0

H.H. Williams Memorial Hospital  
3 Gaetz Drive  
Hay River, NT X0E 0R0  
Telephone: (867) 874-7100  
Fax: (867) 874-7118

**Inuvik:**

Inuvik Regional Health and Social Services Authority  
Bag Service 2  
Inuvik NT X0E 0T0  
Telephone: (867) 777-8000  
Fax: (867) 777-8062

Registrar, Health Professional Licensing  
Department of Health & Social Services  
8<sup>th</sup> Floor, Centre Square Tower  
Box 1320  
Yellowknife NT X1A 2L9  
Tel#(867) 920-8058 Fax#(867) 873-0484

**APPLICATION FOR EDUCATION REGISTER PERMIT  
NORTHWEST TERRITORIES**

<b>APPLICANT INFORMATION</b>	
FAMILY NAME	GIVEN NAMES
STATUS OF APPLICANT: (Indicate specialty and whether postgraduate (indicate residency year) or undergraduate.	
UNIVERSITY: (See Note below)	
DATE OF BIRTH: (D/M/Y)	CITIZENSHIP (Immigration document is required if applicant is not a Canadian citizen):
LANGUAGES SPOKEN:	
<b>TRAINING INFORMATION</b>	
COMMUNITY (IES) IN N.W.T. WHERE TRAINING WILL TAKE PLACE:	DATES OF TRAINING IN N.W.T.:
NAME OF SUPERVISING PHYSICIAN LICENSED IN THE N.W.T. (Note - a letter signed by the supervising physician agreeing to this supervision is required.)	
DESCRIPTION OF TRAINING: N.B. TRAINING IS RESTRICTED TO PRACTICE OF SUPERVISING PHYSICIAN.	
<b>SIGNATURE</b>	
SIGNATURE OF APPLICANT:	DATE:

**Note:** Before an Education Permit can be approved; the following documents are required to be submitted to the Registrar, in addition to the completed Application:

- Letter from the Dean/Program Director of the Canadian University the applicant is attending approving training as credit toward medical degree or as part of post-graduate training.



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- Letter from the NWT licensed physician agreeing to the supervision during the elective.
- Copy of immigration document if applicant not a Canadian citizen.

**Note: In order to avoid disappointment, all documentation should be submitted to the Registrar a minimum of two weeks ahead of the proposed elective.**

This personal information is collected under the authority of the *Medical Profession Act* and will be used for issuance of Education Permit purposes. It is protected by the privacy provisions of the *Access to information and protection of Privacy Act*. If you have any questions about the collection, contact the Registrar.