

Decision Review Guidelines

HSS System HR Programs Professional Development Initiative (PDI) Remote Nursing Program Targeted Academic Support Program (TASP)

Introduction

1. The Decision Review Guidelines give eligible program applicants an opportunity to request a review of a decision if they feel that their application for the Professional Development Initiative (PDI), Remote Nursing Program or Targeted Academic Support Program (TASP) was not assessed in accordance with program guidelines.

Application

2. These guidelines and procedures only apply to an unsuccessful applicant who applied to one of the applicable programs and who is eligible for consideration as a current employee of the Department of Health and Social Services (DHSS), Northwest Territories Health and Social Services Authority (NTHSSA), Hay River Health and Social Services (HRHSS) and Tẖcho Community Services Agency under the applicable program guidelines.

Definitions

3. The Decision Review Designate is either an Assistant Deputy Minister with the DHSS or an Executive Director with the NTHSSA.
 - a. The Designate must not have been involved in the initial application decision process.
 - b. It is the responsibility of the Designate to declare a conflict of interest in conducting a particular applicant's review.
4. Applicant is the individual requesting a review of the decision.
5. The eligibility criteria are the requirements of the program and include the employee's employment and activity status that must be met in order to be granted funding as set out in the program guidelines.
6. Program Administrator is the staff person within the System Human Resource Planning Division (SHRP) at the DHSS responsible for administration of the applicable program.

7. Decision Maker is the individual with authority to approve the application and varies by program as follows:
 - a. Professional Development Initiative – Supervisor and SHRP Program Administrator.
 - b. Remote Nursing Program – COO’s NTHSSA or CEO’s Tłıcho and Hay River.
 - c. Targeted Academic Support Program – COO’s NTHSSA or CEO’s Tłıcho and Hay River.
8. Decision Review Request Form is the form to be completed by the unsuccessful applicant in order to start the review process.
9. Summary Report is prepared by the Program Administrator and will include:
 - a. Application package;
 - b. Applicable program criteria; and
 - c. Communication from SHRP to the applicant regarding the application.

Provisions

10. An applicant who is eligible to request a review must do so within 30 days after being notified by the Program Administrator of the decision.
11. An applicant must request a review in writing using the Decision Review Request Form (Appendix A).
12. The purpose of the decision review process is to determine whether the program criteria and guidelines were applied correctly.
13. Where the reason for denial is related to lack of available funds, the Decision Review Designate cannot overturn the decision to deny the application.
14. The applicant must ensure the Decision Review Request Form is fully and accurately completed.
15. The completed Decision Review Request Form must be sent to the NTHSSA – CEO Senior Administrative Coordinator via email at DecisionReviewRequest@gov.nt.ca
16. The NTHSSA CEO Senior Administrative Coordinator will advise SHRP of the receipt of the form and request the Summary Report outlining the original application and all supporting documents as outlined above.
17. The SHRP will advise the applicant’s supervisor and relevant COO/CEO that a

request for review has been submitted.

18. The assigned Decision Review Designate will be provided with a package consisting of the applicant's Decision Review Request Form and the Summary Report within 10 days of receipt of the Decision Review Request Form.
19. Additional information may be requested by the Decision Review Designate for decision making purposes.
20. The Decision Review Designate may;
 - a. Overturn the original decision; or
 - b. Confirm the original decision.
21. The Decision Review Designate will make their decision within 30 days from the time the package is received.
22. The Decision Review Designate will provide their decision in writing and will include the findings and/ or facts on which the decision was based.
23. The Decision Review Designates' letter of decision will be provided to the applicant as notification of the final decision. A copy will be provided to SHRP.
24. The decision of the Decision Review Designate is final.

Appendix A – Decision Review Request Form