



**GUIDELINES FOR THE
CANADIAN BLOOD SERVICES
SUMMER INTERNSHIP PROGRAM
2015**

The aim of the Canadian Blood Services (CBS) Summer Internship Program (SIP) is to attract and support students who are currently enrolled in Canada's post-secondary institutions to contribute to, and experience from, working on projects within any division of Canadian Blood Services. This program is offered to students from any field relevant to the business of Canadian Blood Services.

Canadian Blood Services is unique in Canada's health care system. We supply blood products and services across all provincial and territorial jurisdictions excluding Quebec. We were created in 1998 and operate under a memorandum of understanding between the federal, provincial and territorial Ministers of Health. We are mandated to function as an independent, not-for-profit organization that operates at arms' length from government.

Governance at Canadian Blood Services is guided by the principles of accountability, engagement and transparency. Our governance structure is multi-layered and balances ministerial responsibility and accountability with the autonomy necessary to ensure a safe, secure and effective blood supply. Supporting this structure are comprehensive practices and procedures that include engagement with scientific, medical and community stakeholders to ensure that we meet – if not exceed – the expectations of our regulator Health Canada, our Corporate members (the provincial and territorial Ministers of Health) and Canadians.

Fulfilling our mandate involves a broad range of activities, including:

- Managing the blood supply;
- Purchasing manufactured plasma protein products from commercial plasma sources and the manufacture of selected products from plasma collected in Canada and arranging for the purchase of recovered plasma in the United States;
- Overseeing scientific investigations and supporting innovation, sponsoring and training researchers have resulted in our contributing to transfusion medicine research in an international leadership capacity;
- Educating health professionals to ensure our blood products are used wisely;

CANADIAN BLOOD SERVICES
1800 Alta Vista Drive, Ottawa, Ontario, Canada K1G 4J5
Telephone (613) 739-2230 - Facsimile (613) 739-2201

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- Supporting the Canadian Organ Donation and Transplantation Network through interprovincial policy development, data analytics and reporting, and the development and operation of national patient registries, including the Living Donor Paired Exchange (LDPE), the National Organ Waitlist (NOW) and the Highly Sensitized Patients (HSP) registry;
- Supporting leading practices development, professional education and public awareness for organ and tissue donation and transplantation;
- Overseeing Canada's OneMatch Stem Cell and Marrow Network in all provinces and territories outside Quebec, as well as the development of a National Public Cord Blood Bank; and
- Providing diagnostic services in some provinces.

The following guidelines apply to the SIP:

ELIGIBILITY

All full-time students currently enrolled in an undergraduate program in an accredited university or college in Canada are eligible to apply.

The intention of the Student Internship Program is to reach as many students as possible. Preference will be given to applicants who have not previously been supported by the program. Under no circumstances will students be supported for a third year.

Applicants intending to work with blood or blood products must provide evidence of Hepatitis B vaccination before the award may commence.

STIPEND

A maximum of \$7,500 for up to four (4) months is available.

GENERAL INFORMATION

It is preferred that applicants have the prior support of the proposed Canadian Blood Services supervisor, who can be from any Canadian Blood Services department, and preferably complete the outline of the proposed project (Page 6 of form SIP-01).

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If a Canadian Blood Services supervisor is identified, they should complete and sign the Supervisor's statement form (Page 5, SIP-01), and provide a letter of support.

In addition to providing information concerning the candidate and/or the project, the supervisor's support letter should describe any potential impact of the project on CBS departments other than the one in which the candidate will work, and on any external partners or stakeholders.

For those applicants unable to identify a supervisor at the time of application, Canadian Blood Services will endeavour to "match" candidates with supervisors/projects. Applicants should note that the odds of success are much greater for students applying with an identified Canadian Blood Services supervisor. Notwithstanding this caution, applicants without an identified supervisor **must** complete sections 4. and 5. of form SIP-01 to indicate departments, locations and topics of interest.

Applicants must indicate if there are geographic restrictions, as relocation expenses will not be provided. A list of Canadian Blood Services Blood Centres Contact List is appended, and more information can be obtained at <http://www.blood.ca>.

The major criteria in evaluating applications will be:

- The quality of the applicant (academic record, letters of recommendation, etc.),
- The quality of the proposed project (if submitted) and its relevance to the goals of Canadian Blood Services,
- The proposed environment (supervisor, department, etc.).

APPLICATION

Candidates must complete the application package: Form SIP-01.
A complete application consists of **one original copy** of each of:

- Letter of support from proposed Canadian Blood Services supervisor (preferable)
- Form SIP-01, Canadian Blood Services Summer Internship Program.
- An official transcript of the applicant's complete post-secondary academic record.

(To be provided in an envelope sealed by the University).

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- Forms of recommendation and evaluation (Pages 7 and 8) from two individuals under whom the candidate has studied, or who in some way have had a good opportunity to assess the candidate's potential. These forms (in a sealed and signed envelope) may either be attached to the original copy of the application, or forwarded directly to the Manager, Centre for Innovation. Every effort should be made to submit reference letters from academic sources, for example laboratory supervisors or supervisors from part time jobs in professional areas.

The original signed application must be submitted to:

Manager
Centre for Innovation
Canadian Blood Services, Head Office
1800 Alta Vista Drive
Ottawa, Ontario, K1G 4J5

DEADLINES FOR SUBMISSIONS

Applications must be submitted on the prescribed forms (Form SIP-01), and forwarded to the Manager, Centre for Innovation by **February 27, 2015**, for funding May, 2015. Each application will be given careful consideration, however the Review Panel reserves the right to grant or refuse any application.

****LATE APPLICATIONS WILL NOT BE CONSIDERED****

NOTIFICATION OF DECISION

The Review Panel's decision will be conveyed in writing to the candidate.

EFFECTIVE DATE

Awards should commence by May 1, 2015, or shortly thereafter.

TAXATION

Awards are subject to income tax, unless a TD1 is completed beforehand. T4 slips will be issued.

TERMINATION OF AWARD

The award may be terminated at any time for good and sufficient reason by the awardee, or by Canadian Blood Services.

REPORTS

Final Reports: awardees are required to submit a Final Report within one (1) month of completion of their award, describing the results of their program, as well as giving an outline of their future career plans. This Final Report must be counter-signed by the supervisor. **Students who do not provide a final report may not be considered for another award.**

For further information please contact:

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