

Undergraduate Nursing Employee Information



Summer 2015



Agenda

- What is an Undergraduate Nursing Employee (UNE)?
- *what's your reason?*
- Pay Rates and Health Care Benefits
- Sites and Schedules
- The Hiring Process



What is a UNE?

- An Undergraduate Nursing Employee (UNE) is a student in an accredited nursing program who works in a health care setting.
- A UNE is:
 - A casual employee of Alberta Health Services;
 - A paid employee;
 - A member of the United Nurses of Alberta (UNA), the provincial union of Registered Nurses and Registered Psychiatric Nurses.

Remember: A UNE is an unregulated participant on an inter professional health care team who helps to provide patient-centered care while under the supervision of a Registered Nurse or Registered Psychiatric Nurse.



What is the scope of practice for a UNE?

- A UNE is accountable for providing safe patient care in accordance with the individual's educational preparation and competency.
- In collaboration with the UNE, the RN or RPN at the point of care has the responsibility to make a reasonable and prudent UNE patient care assignment.
- In order to work as a UNE, you must complete a minimum of 450 clinical practice hours which will be confirmed by your educational institution.



What are UNE approved practices?

A UNE is:

- Able to perform restricted activities under the supervision of a regulated member of a health profession in conjunction with the completion of the proper theory and practice from their educational institution.
- Under the supervision of a regulated provider who is responsible for assigning duties and supervising appropriately in collaboration with the UNE.
- Responsible for requesting consultation or guidance from the regulated member when assistance is needed.



What are UNE limitations of practice?

A UNE may not:

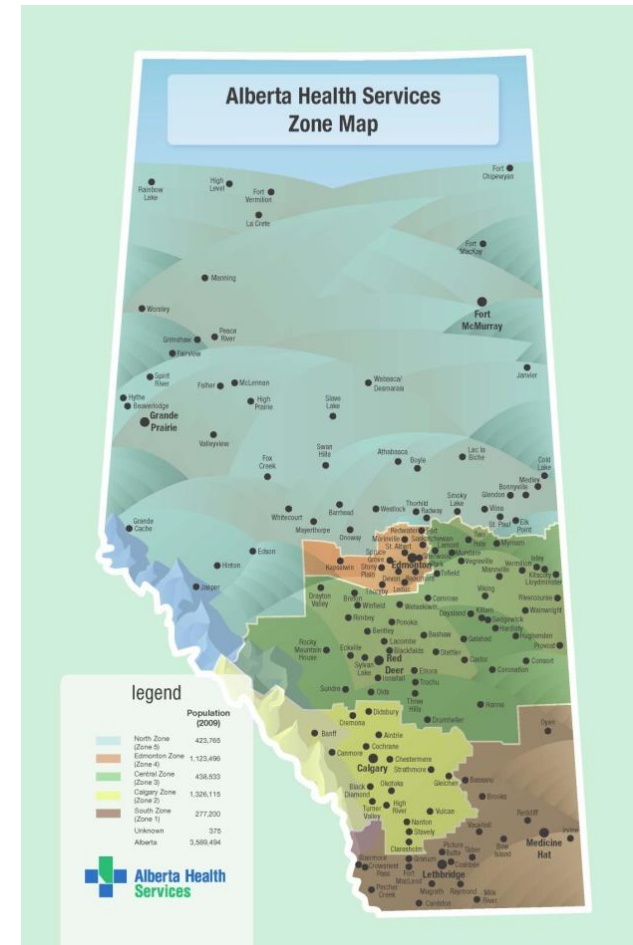
- Take verbal or telephone medication orders.
- Perform Advanced Nursing Intervention.
- Be left in charge or left alone on a unit or in a practice setting without a registered nurse or another regulated health care professional present.
- Perform a Restricted Activity that you have **not** had appropriate theory and practice in your nursing education program.
- Perform a Restricted Activity intervention without appropriate supervision.



About Alberta Health Services

Alberta Health Services (AHS) has over 104,000 employees, 17,600 volunteers and almost 8,400 physicians.

AHS offers programs and services at over 450 facilities throughout the province, including hospitals, clinics, continuing care facilities, mental health facilities and community health sites.



Why Alberta Health Services?

There are many reasons why you should choose Alberta Health Services (AHS). AHS is one of the leading healthcare systems in Canada, responsible for overseeing the planning and delivery of health supports, services and care to more than 4 million Albertans.

Advantages to working at AHS!

- Excellent wages
- Urban and rural opportunities
- Work/life balance
- New and established facilities
- Flexible hours
- Diverse workforce



7 Values of Alberta Health Services



7
WAYS

Leading with values.

- Respect
- Accountability
- Transparency
- Engagement
- Safety
- Learning
- Performance

Dr. Tiffany Wells



Leading with values

Pay Rates and Payroll Schedules

As per the United Nurses of Alberta (UNA) Collective Agreement:

- As of April 1, 2014, UNEs will be paid an hourly wage of \$26.29.
- As of April 1, 2015, UNEs will be paid an hourly wage of \$26.88.

AHS payroll schedules operate on a bi-weekly basis.



Health Care Benefits

- UNEs are hired as casual employees.
- Casual employees are entitled to vacation and statutory holiday pay which is earned on each cheque.
- Casual employees are exempt from receiving health care benefits. (*Workers Compensation benefits are provided by Alberta Health Services.*)



What types of facilities can UNEs work in?

- With a minimum of 450 clinical practice hours, students may work as a UNE in a variety of clinical settings across the continuum of health care services.



What type of schedule will UNEs have?

- All UNE positions are casual which means that work will be a combination of scheduled shifts and short notice call-ins.
- Call-in shifts are subject to receive the applicable pay premiums as set by the United Nurses of Alberta Collective Agreement.
- All efforts will be made to provide each UNE with at least a 0.75 Full Time Equivalency (FTE) which is equal to three quarters of a full time position; however, this cannot be guaranteed.



Will I be granted time off for summer vacation?

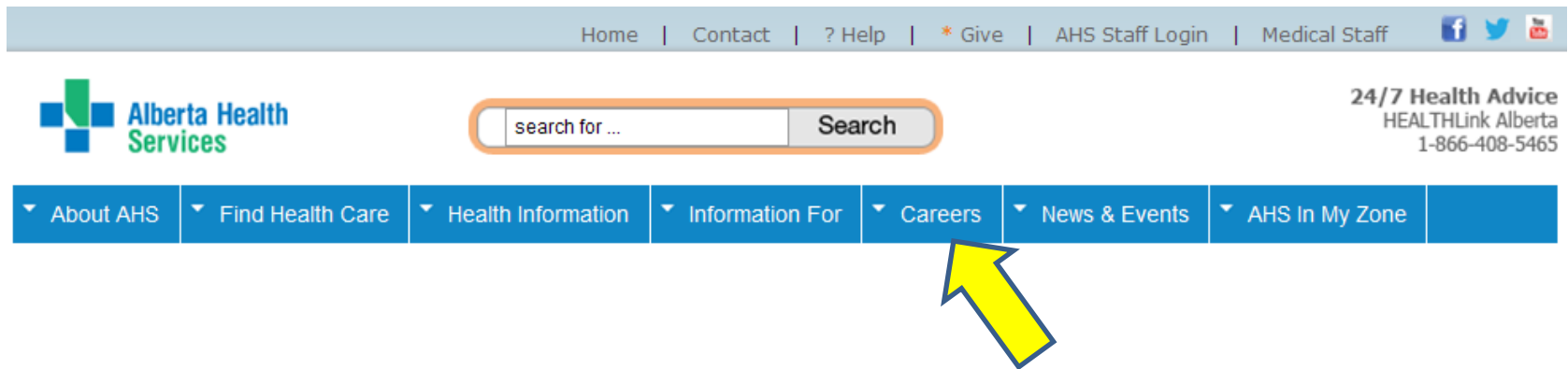
- UNE positions are highly valued by managers and front line workers for the contribution they make during the summer months. Being away for a significant period of time (three weeks or greater) can make it difficult to find a nursing unit that is willing to select you.

The more you are available, the more opportunity you will have to work and gain experience!



Information and Hiring Process

Step 1: Go to the Alberta Health Services Careers website



Step 2: Start your career search here



CAREERS

what's your reason?

- Why AHS? ▼
- Career Events
- Employee Stories
- Career Profiles ▼
- Steps to Apply ▼
- Social Media ▼

SHARE   

Search Site For... 



Great People: Frances Elgaard & Jean McLeod

Day in the life of a registered psychologist

Start your career here

AHS Employees

AHS Subsidiaries

Canadian Applicant

International Applicant

Physician



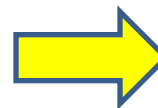
Leading with values

Step 3: Search for UNE positions

Alberta Health Services Quick Job Search

[→ Advanced Job Search](#) [→ View All Jobs](#)

Keywords	
With ALL of the following:	<input type="text" value="UNE"/>
AT LEAST ONE of the following:	<input type="text"/>
With this EXACT PHRASE:	<input type="text"/>
WITHOUT the following:	<input type="text"/>
Area:	<input type="text" value="All Areas"/> <ul style="list-style-type: none"> Calgary & Area Cold Lake to Jasper Area Edmonton & Area
City/Town:	<input type="text" value="All Cities"/> <ul style="list-style-type: none"> Airdrie Athabasca Barrhead
Location: <small>(Only areas containing jobs will appear. The number of jobs in an area will display at the end of each Location in brackets.)</small>	<input type="text" value="All Locations [996]"/> <ul style="list-style-type: none"> AHS Michener Bend [2] AMHB Claresholm [1] Aberhart Centre [3] Adult Recovery Centre Edmonton [1]
Job Category:	<input type="text" value="Administrative/Clerical"/> <ul style="list-style-type: none"> Ambulance/Paramedics Business/Management Capital Management Communications



Search Jobs

Clear Search



Step 4: Apply



JOB BOARD

what's your reason?

Why AHS?	Career and Job Events	Employee Stories	Job Profiles	Steps to Apply	Social Media
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[Search our Jobs](#)
 [Submit Resume](#)
 [Career Centre](#)
 [Logout](#)



Undergrad Nurse

Requisition #:	324431
Available Positions:	17
Union:	UNA
Title	Undergrad Nurse
Department:	GR-Unit 3C Gero-Psychiatry-EDM
Posting Open Date:	2015-01-10
Posting Close Date:	2015-01-19
Location:	Glenrose Rehabilitation Hsp - At
City:	Edmonton
Employee Class:	Casual
FTE:	0
Date Available:	2015-05-04
Temporary End Date:	
Hours Per Shift:	
Length of Shift Cycle:	
Shift Per Cycle:	
Shift:	Days, Evenings, Nights, Weekends
Days Off:	As Per Rotation
Rates of Pay:	Minimum: 26.29 per hour Maximum: 26.29 per hour
Vehicle Required:	No
Category:	Nursing - Student
Job Summary:	
This Undergraduate Nursing Employees (UNE) position provides an opportunity for a UNE to develop further competency in the range and complexity of Registered Nurse (RN). The UNE is an unregulated member of the inter-professional	

Start your career here

[Canadian Applicants](#)

[AHS Employees](#)

[International Applicants](#)

[Physicians](#)

[Students](#)

Useful Info

[Get in Touch](#)

[Guide for Applicants](#)

[Alberta Living](#)

[Great Benefits](#)

[Questions and Answers](#)

[Interactive Job Map Search](#)



Interview and Selection

- Once you have applied on a competition take note of the closing date. Following the closing date, the hiring manager for that position will review all applicants and chose the top candidates for an interview.
- If a manager calls for an interview, you should ask:
 - The geographic location of the work site (e.g. Royal Alexandra Hospital);
 - Confirm the nursing unit the position is on;
 - The date, time and location of the interview;
 - The name and telephone number of the person you should call if you are unable to attend as scheduled.



At the interview, be prepared to discuss:

- Your educational background;
- Your related experience and other work history;
- Your career goals and areas of interest;
- Your availability;
- Other work-related information.

When attending the interview, **treat it as a formal interview.**



Bring the following required documents with you to the interview:

- Active enrolment verification;
- Confirmation of Clinical Hours form;
- Valid CPR Certification;
- List of references (minimum of two);
- Clear Criminal Record Checks, valid within ninety (90) days or the interview date or commencement of employment;
- Immunization record in accordance with Workplace Health & Safety requirements;
- An updated copy of your resume; and
- Other work-related information and certifications.

Offer Process

You will be notified by telephone by the hiring manager if you have been selected for a position as a UNE.

At the time of the call, when a verbal offer is made, you should ask:

- Type of unit/facility/geographic location;
- Name and phone number of your supervisor;
- Start date and time;
- Date of your site orientation.

If you cannot accept the position you have been offered, tell the manager at once so another student may be given the opportunity.



For returning students or current nursing attendants:

- If you are a student who worked as a UNE or a Health Care Aide during the previous summer and you have been invited back by the manager, please contact that manager for instructions on how to apply for this year's placement opportunity.
- You may wish to extend your UNE (or HCA) role past the summer months. The ability to do this will depend on the needs of the facility and/or the unit you are working on. It is also at the discretion of your unit manager.

Questions?



Thank you for your
interest in Alberta
Health Services!

