

# Undergraduate Nursing Employee Information



# Agenda

- What is an Undergraduate Nursing Employee (UNE)?
- Why Alberta Health Services (AHS)?
- Pay Rates & Health Care Benefits
- Sites & Schedules
- Hiring Process



# What is a UNE?

- An UNE is a student in an accredited nursing program who works in a health care setting.
- A UNE is a:
  - Casual employee of AHS.
  - Paid employee.
  - Member of the United Nurses of Alberta (UNA), the provincial union of Registered Nurses and Registered Psychiatric Nurses.

*Reminder: A UNE is an unregulated participant on an inter-professional health care team who provides patient-centered care while under the supervision of a registered nurse or registered psychiatric nurse.*

# Role of a UNE

- As an unregulated provider the UNE role functions according to the AHS UNE job description.
- 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 Registered Nurse (RN) or Registered Psychiatric Nurse (RPN) at the point of care has the responsibility to make a reasonable and prudent UNE patient care assignment.
- To qualify for hire a UNE must have successfully completed a minimum of **450 clinical practice hours** which must be verified by the educational institution. (UNE completes clinical confirmation form)

# What are the UNE approved practices?

## A UNE:

- Must be assigned a supervising RN/RPN at the beginning of each shift.
- Must collaborate with the supervising RN/RPN to determine a reasonable and prudent care assignment each shift.
- Must take responsibility in requesting guidance in consultation with the regulated member when assistance is needed or a patient status changes.
- Can only perform nursing interventions that they have attained competency related to knowledge, skill, attitude and judgement to perform as per their nursing education program and the UNE Job Description.
- Can only be considered to perform restricted activities under the direct or indirect supervision of the RN/RPN and only after the level of UNE competency and potential risk has been considered by the RN/RPN.

# Risk assessment considerations:

- Risk assessment is the responsibility of the RN/RPN to determine.
- Assessment of the patient's health care needs.
- Nursing care required and restricted activity to be performed.
- Current established competencies of the UNE.
- The supports and resources available for supervision.
- Level of risk in the UNE performing the restricted activity.
- Practice setting.

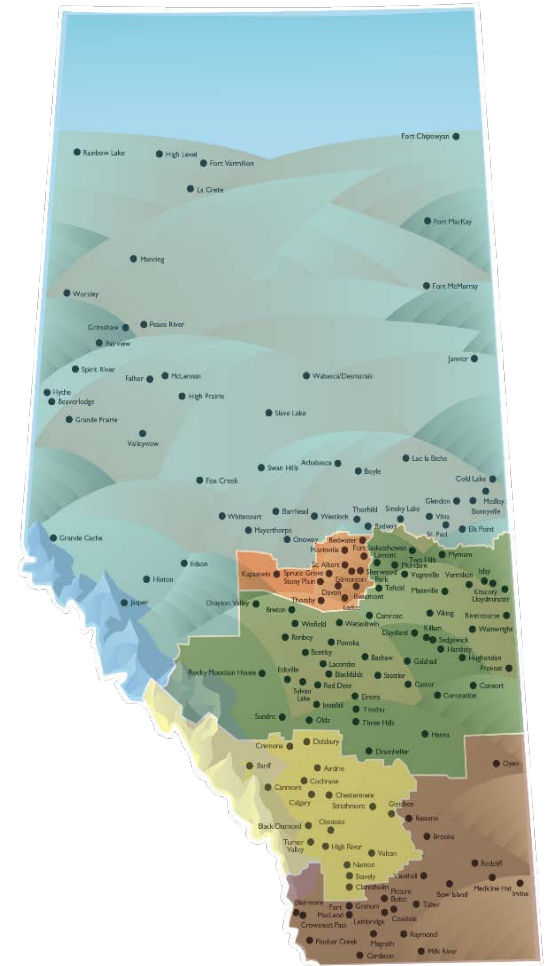
# What are the UNE limitations of practice?

A UNE shall not:

- Take verbal or telephone medication orders.
- Be left in charge or left alone on a unit or in a practice setting without a RN or another regulated health care professional present.
- Perform a restricted activity that they have not attained competency in their nursing education program.
- Perform a restricted activity intervention without appropriate supervision.

## About AHS

- AHS has over 102,700 direct employees, 14,100 volunteers and almost 11,600 physicians practicing in Alberta.
- 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 AHS?

There are many reasons why you should choose AHS. We are 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



# AHS CARES

Our five values are at the heart of everything that we do. They inspire, empower and guide how we work together with patients, clients, families and each other.

- **Compassion**
- **Accountability**
- **Respect**
- **Excellence**
- **Safety**



# Pay Rates & Payroll Schedules

- As per the United Nurse of Alberta (UNA) Collective Agreement UNEs will be paid an hourly wage of \$27.68.
- 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 AHS)

# What type 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.

UNEs may be considered for work in a high patient acuity area of practice having successfully completed two medical/surgical rotations. This is at the managers discretion.



# 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 & Hiring Process

## Step 1: Set up your Career Profile ([careers.ahs.ca](https://careers.ahs.ca))

The screenshot shows the careers.ahs.ca website. The browser address bar displays "careers.albertahealthservices.ca". The website header includes the Alberta Health Services logo and a "Profile Settings" button. A navigation bar contains links for "WHY CHOOSE AHS", "LIFE AT AHS", "BENEFITS", "RESOURCES", "STUDENTS", and "JOB CATEGORIES". Below this is a secondary navigation bar with "JOBS", "HELP", and "PRIVACY".

The main content area features a banner with the text "Discover your reason to join" and an image of three healthcare professionals. Below the banner is a search bar with the text "Find jobs by title, keyword(s), or req#", a location dropdown set to "Edmonton, AB, CA", and a "Search" button.

The "Featured Jobs" section lists two positions:

- Occupational Therapist I**: High Level, High Level Northwest Health Ct. Description: "Your Opportunity: The town of High Level is located in the scenic northwestern reaches of Alberta. Residents enjoy a wide range of indoor and outdoor recreational activities including fishing, golfing, hockey, hunting, camping and swimming, just to..."
- Mental Health Therapist**: High Prairie, High Prairie Health Complex. Description: "We are seeking a highly skilled Mental Health Therapist with knowledge and experience working with peoples of aboriginal and Metis descent to deliver..."

On the right side of the page, there are three buttons: "VIEW ALL JOBS" (with a briefcase icon), "JOB ALERTS COMING SOON" (with a paper plane icon), and "Log in to My Profile". Below the "Log in to My Profile" button is a "Go to My Profile" button, which is highlighted with a red arrow.



# Information & Hiring Process

## Step 2: Search for UNE positions

The screenshot displays the Alberta Health Services job search interface. At the top, the logo and navigation menu are visible. The search bar is pre-filled with 'UNE' and the location is set to 'All locations'. The search results are displayed in a list format, with filters for 'Business' and 'Location'. A teal arrow points to the search bar.

**Business**

- + Add a business
- All
- Alberta Health Services (664)

**Location**

- + Add a location
- All

**664 results**

**Occupational Therapist I**  
Alberta Health Services  
Location: High Level, High Level Northwest Health Ct  
Category: Occupational Therapist  
Your Opportunity: The town of High Level is located in the scenic northwestern reaches of Alberta. Residents enjoy a wide range of indoor and outdoor recreational activities including fishing, golfing, hockey, hunting, camping and swimming, just to...

**Mental Health Therapist**  
Alberta Health Services  
Location: High Prairie, High Prairie Health Complex  
Category: Mental Health

**JOB ALERTS COMING SOON**

**Previous Job Searches**

- All jobs
- All locations
- UNE
- All locations

**Log in to My Profile**

Create and manage profiles for future opportunities.

# Information & Hiring Process

## Step 3: Apply

The screenshot displays the Alberta Health Services (AHS) job portal interface. At the top, the AHS logo and navigation menu are visible. The main content area features a banner with the text "Make a meaningful difference" and a photograph of a healthcare professional. Below the banner, a job listing for a "Registered Nurse" is shown, located at "Edmonton, Royal Alexandra Hospital". The listing includes details such as "Nursing - Nurse/Psych Nurse", "Alberta Health Services", and the job ID "ALB00133757". A teal arrow points to the "Apply" button. To the right of the job listing, there are several utility boxes: "Search current AHS Jobs", "Having Trouble with our New Job Board?", "Log in to My Profile", and "My Submissions".

# 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 choose the top candidates for an interview.
- If a manager calls you for an interview, you should ask:
  - Geographic location of the work site (ex. Royal Alexandra Hospital).
  - Confirm the nursing unit the position is on.
  - Date, time and location of the interview.
  - Name and telephone number of the person you should call if you are unable to attend as scheduled.

# Be prepared to discuss

- Education background.
- Related experience and other work history.
- Career goals and areas of interest.
- Availability.
- Other work-related information.
- Unit based orientation available to you.

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



# What to bring to the interview

- Active enrolment verification.
- Confirmation of Clinical Hours form.
- Valid CPR Certification.
- List of references (minimum of two).
- Criminal Record Check, 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.
- Other work-related information and certifications.
- Consider having available the University clinical evaluations for those rotations completed. (if able)

# 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 AHS global and site based orientation.

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

# Returning Student or Current Nursing Attendants

- If you are a student who worked as a UNE or a Health Care Aide (HCA) 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 your are working on. It is also at the discretion of your unit manager.

# Questions?





**Thank you for your  
interest in AHS!**

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