

## **Standardized Provincial Job Description – Clinical**

### **Undergraduate Nursing Employee**

#### **Approval**

**Sean Chilton VP, People, Health Professions & Information Technology**

  
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Signature

2022-Oct-28  
\_\_\_\_\_  
Date

#### **Process for Development**

The process followed for all provincial approved job descriptions includes broad stakeholder involvement and process led by subject matter expert (e.g., senior practice lead in the discipline). Job description development is completed via targeted provincial working group or discipline provincial professional practice council. Stakeholder review occurs over two phases: phase I with targeted stakeholders and phase II with executive leadership, disseminated to zone/site leaders, as applicable. HR Job Evaluation reviews are completed after phase I and phase II edits.

Date	
Refresh Date	

## Part A – Primary Information

<b>1</b>	<b>Position Details</b> <i>List all classification-related information.</i>
<b>Classification Title</b>	Undergraduate Nursing Employee
<b>Working Title</b>	Undergraduate Nursing Employee
<b>Bargaining/Job Group</b>	UNA

## Part B – Job Specifics

<b>2</b>	<b>Job Summary</b> <i>Briefly describe the primary purpose of the role and how the work performed supports the department or program.</i>
<p>The Undergraduate Nursing Employee (UNE) position provides an opportunity for the nursing student employed as a UNE to consolidate the knowledge and skill acquired in their approved nursing education program towards competency in the range and complexity of Registered Nurse (RN) or Registered Psychiatric Nurse (RPN) practice. The UNE is an unregulated member of the collaborative health care team who provides *patient centred care with the supervision of the RN or RPN.</p> <p>The nursing activities performed, and level of supervision required are determined by legislation, standards of supervision outlined by regulatory colleges, Alberta Health Services (AHS) policy, educational preparation, practice setting, complexity of the patient, level of risk involved, and competency of the UNE. 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.</p> <p>The UNE is accountable for providing safe nursing care to patients in accordance with their formal nursing education preparation and competency. The UNE is responsible for seeking consultation and guidance. The UNE is excluded from employment in a practice setting for the period of time that the UNE is in a clinical placement as a student in that practice setting.</p> <p><i>*Patient means an adult or child who receives or has requested health care or services from Alberta Health Services and its health care providers or individuals authorized to act on behalf of Alberta Health Services. This term is inclusive of residents, clients and outpatients.</i></p>	

<b>3</b>	<b>Key Responsibilities</b> <i>This section should capture the regular and reoccurring duties of the position which represent a significant portion of the time and reflect the primary focus of the job. Include more headings if required.</i>
<p>The UNE provides holistic care to patients with the supervision of the RN or RPN, utilizing the nursing process.</p> <p><b>Assessment</b></p> <p>Collects relevant health history, psychosocial, and physical examination data and contributes to the comprehensive assessment of the health status of each assigned patient:</p> <ul style="list-style-type: none"> <li>• Performs assessments and updates patient data.</li> <li>• Assesses patients in context of the determinants of health.</li> </ul>	

- Identifies patient learning needs and priorities for care preferences and goals in collaboration with the patient/family.
- Communicates assessment findings to the supervising RN or RPN, at the point of care, and other health care team members in a timely, clear, accurate manner.
- Documents assessments according to AHS governance documents.
- The UNE shall not take verbal or telephone orders.

### **Planning**

Contributes to the development and modification of the patient plan of care in collaboration with the patient/family and other health care team members:

- Articulates relevant information related to the health status, self-care abilities, and limitations of the patient to the RN or RPN.
- Identifies priorities for care in collaboration with the patient/family and RN or RPN.
- Contributes to the establishment of measurable short and long-term goals contributing to patient health outcomes.
- Contributes to the identification and planning of patient centred nursing care.
- Identifies the need for referrals to selected resources both in acute care and continuing care.
- Contributes to the identification of health learning and discharge planning needs of patient and family.
- Documents plan of care for the patient.

### **Implementation**

Focuses nursing care toward patient health care outcomes:

- Provides care based on the patient plan of care and communicates provision of care with the RN or RPN.
- Modifies nursing care according to changes in the health status of the patient.
- Participates in providing patient education as appropriate.
- Provides culturally sensitive care and establishes culturally safe relationships.
- Documents nursing care provided.

### **Evaluation**

Assists with measurement of expected outcomes for planned nursing care:

- Observes and communicates patient response to nursing interventions to the RN or RPN.
- Identifies the need for revisions to the patient plan of care based on ongoing assessment of the condition and progress of the patient.
- Collaborates with the health care team to revise the patient plan for care.
- Documents the patient responses to nursing care provided.

### **Quality and Safety**

- Performs nursing care safely according to the knowledge, skills and abilities obtained in formal nursing education in collaboration with the RN or RPN.
- Identifies and seeks consultation from the RN or RPN when they lack competence and/or knowledge/skills to perform an assigned nursing intervention.
- Identifies and seeks guidance and assistance from the RN or RPN when the complexity of the patient condition or care is beyond the competency of the UNE and/or the patient status changes.
- Understands own role and other's roles and accountabilities within health care team.
- Respects confidentiality and privacy while collecting, accessing, using and disclosing health and personal information to protect patients, co-workers, the public, and AHS business information.
- Meets infection prevention and control requirements by adhering to AHS infection prevention control practice support documents and additional precautions when required.
- Uses equipment and supplies according to established standards and processes.
- Uses appropriate lifting and transfer techniques.

- Disposes of and handles hazardous materials according to WHMIS and AHS policies and practice support documents.
- Recognizes safety issues and trends and reports appropriately.
- Recognizes and responds appropriately to emergency response codes.

### **Supervision**

To perform any nursing intervention the UNE must have attained competency in their approved nursing education program.

At the beginning of each shift an RN or RPN is identified to provide supervision of the nursing care, including restricted activities, performed by the UNE. The level of supervision and assignment of care is determined in collaboration with the UNE, based on:

- The nature and level of risk of the nursing activity
- The established competency of the UNE
- AHS policies
- The practice setting

The UNE shall not be left in charge or left alone on a unit or in any practice setting without an RN/RPN or another regulated member present.

### **Restricted Activities**

To perform a restricted activity the UNE must have attained competency in their approved nursing education program.

To perform restricted activities, the UNEs must be supervised either directly or indirectly by an RN or RPN who is authorized and competent to perform and consents to supervise the restricted activity in the practice setting.

The supervising RN or RPN may collaborate with another regulated health care professional who is authorized and competent to perform and consents to supervise the restricted activity according to the regulations and standards of their regulatory college. The RN or RPN still remains responsible for the supervision of the UNE for the overall provision of care provided to the patient.

In determining whether a restricted activity is performed by the UNE and deciding whether direct or indirect supervision is required, the manager (or designate) and RN or RPN at point of care takes into consideration:

- 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

**“Direct supervision** means the regulated member providing supervision must be present in the practice setting where care is being provided. This means they are at the side of the person being supervised.

**Indirect supervision** means the regulated member providing supervision must be available for guidance, consultation, and oversight but is not required directly at the side of the person being supervised. This means they are readily available on the unit or in the same location where the care is being provided and must have the opportunity to observe the nursing practice as required. In community health settings, being readily available in the same location where the care is being provided means that the regulated member providing supervision is physically present in the practice setting (for example, at an influenza immunization clinic the RN or NP would be present in the same room where the nursing student or UNE would be immunizing clients).” (College of Registered Nurses of Alberta, Supervisions Standards, 2019)

## **Part C - Mandatory Elements to be included for AHS jobs**

**4****Patient and Family Centred Care (PFCC)**

- Models Patient and Family Centred care principles in interactions with patients, families, and team.
- Involves patients and families in decisions and respects patient preferences.
- Engages patients and families as partners in care, to improve patient health care outcomes and the healthcare experience.

**5****Collaborative Practice**

- Models and encourages team communication and decision-making approaches that mobilize and sustain effective teamwork and collaborative practice.
- Engages with the team, patients and families in acknowledging, addressing and resolving conflict.
- Engages in respectful communication and demonstrates respect to all in the workplace.

**6****AHS Values**

- Displays and models professional behavior that enacts AHS values.
- Promotes and maintains a safe, productive and healthy work environment.

**7****Excellence in Professional Practice**

- Uses self-reflection, evidence and goal setting to guide professional practice development.
- Practices in alignment with professional standards, ethics, regulation, legislation and AHS requirements.
- Models and promotes a shared commitment to excellence in professional practice.

**Part D – Supporting Information****8****Employment Requirements**

*List the type(s) and level(s) of education, training, experience, certificates, professional memberships, required to perform the responsibilities of the role (bona fide occupational requirements).*

**Formal Education*****Minimum education requirements of the job***

Enrolled in an approved Alberta nursing education program leading to initial entry to practice as a registered nurse (RN) or registered psychiatric nurse (RPN).

## UNE: RN program

- Successful completion of 3rd year of an RN nursing education program AND
- minimum of 600 hours of clinical practice in an approved RN education program.

OR

- Currently in the final year of an after-degree RN nursing education program AND
- minimum of 600 hours of clinical practice in an approved RN education program.

## UNE: RPN program

- Successful completion of 2nd year of an RPN nursing education program AND
- minimum of 600 hours of clinical practice in an approved RPN education program.

In addition to the minimum of 600 hours, additional clinical practice hours and/or specific course completion from the approved Alberta nursing education program may be required to qualify to work in some patient care settings.



<b>10</b>	<p><b>Job Complexity</b>  <i>Describe the process used to make decisions and solve problems to illustrate the scope of the role and job complexity.</i></p>
<p><b>Give an example of a routine problem this position would be required to solve. Describe the end-to-end process to solve the problem and implement its outcome. Include steps, alternatives, or decisions used in the process.</b></p> <p>The UNE must be able to make an appropriate decision when the safety of a patient may be compromised by unexpected circumstances; the UNE shall take appropriate actions. For example, if a patient at risk for falls independently mobilizes without assistance and falls the UNE shall minimize any risk(s) to the patient in accordance with the plan of care and AHS policy.</p>	
<p><b>Provide an example of a problem or situation this position would automatically escalate to someone else for resolution.</b></p> <p>The UNE enters the room of a patient to take vital signs. The patient is confused, has difficulty breathing, and feels cold and clammy to touch. The UNE would immediately call for assistance and assess the vital signs of the patient</p>	

<b>11</b>	<p><b>Working Conditions</b>  <i>Provide details about the physical exertion required, environmental conditions, and the number of direct and indirect reports and kind of work supervised, and any other details related to the incumbents working conditions. Please also provide details on financial accountability (budget management) if any.</i></p>
<p><b>Physical Exertion</b>  <i>Frequent heavy manual work, equipment operation, lifting, prolonged sitting, standing for entire shift, etc...</i>  Heavy manual work, maintaining prolonged postures, and operation of equipment can be common and frequent.  As applicable according to Hazard Identification Assessment and Control (HIAC) developed for each job title, specific hazards related to physical exertion may include:</p> <ul style="list-style-type: none"> <li>• Standing, walking, lifting, pulling, pushing, stooping and carrying loads throughout the entire shift.</li> <li>• Transferring or transporting of supplies, equipment, and patients of varying sizes with varying degrees of mobility throughout the entire shift.</li> </ul>	
<p><b>Environmental Conditions</b>  <i>Frequent exposure to hazardous and climate conditions (e.g., temperature, lighting, exposure to biohazard materials, computer fatigue, etc...)</i>  Exposure to identified hazards in the working environment can be common and frequent.  As applicable according to Hazard Identification Assessment and Control (HIAC) developed for each job title, specific work environment hazards may include:</p> <ul style="list-style-type: none"> <li>• Exposure to infectious and noxious agents (e.g., blood &amp; body fluids, biohazardous materials, cytotoxic drugs, etc.).</li> <li>• Working rotating shifts, weekends, and extended hours.</li> <li>• Exposure to rapid paced and/or unpredictable work environments.</li> <li>• Exposure to unfamiliar environments outside of Alberta Health Services' facilities such as clients' homes, community agencies and organizations as appropriate to care setting.</li> </ul>	
<p><b>Other</b>  <i>Frequent travel required, financial accountability, etc.</i></p> <ul style="list-style-type: none"> <li>• Travel may be required depending on the patient care setting.</li> </ul>	