

1. How do I qualify to work as an Undergraduate Nurse Employee (UNE)?

To work as a UNE you must have successfully completed either:

- all 3rd year requirements of an approved 4-year nursing degree program, OR
- all 2nd year requirements of an approved 3-year psychiatric nursing program.

Both of the above programs must lead to eligibility for registration by CARNA/CRPNA upon graduation. You must also possess current Heart & Stroke Foundation - Level C Healthcare Provider and be eligible for enrollment in your nursing education program for completion of your final year.

2. When and where will the UNE positions be posted?

The UNE positions will be posted on the Covenant Health website under the Careers page in early February. A notice, via e-mail, will be sent to the Faculties of Nursing to inform you that the positions are posted and where to locate them on the websites.

3. How do I apply?

Follow the online application process on the Covenant Health website. Please read the posting carefully. Ensure you provide all documentation that is requested.

4. Will I have a choice of the institution or program for my employment?

There will be UNE opportunities in a variety of locations and programs in the Edmonton area as well as throughout Alberta (your chance of employment will be increased if you consider a location outside of Edmonton). While we will make every effort to match you to your preference, the UNE positions offered will also depend upon the operational needs of the site and program.

5. When can I expect to hear from someone?

It may take 1-3 weeks after the posting comes down (closing date), before you are contacted for an interview.

6. How do I get an interview?

There is some documentation that must be completed before you will be contacted for an interview. These documents will be available on the Covenant Health website for you to print and complete. Please follow the directions carefully, and make sure all documentation is accurate and complete. After all documentation has been received at Covenant Health Recruitment, you may be contacted for an interview.

7. What is the required documentation?

- Application Form (this is different from the cover letter and resume you will submit when you apply to the job posting)
- Site and Program preference form
- A consent form which permits Covenant Health and your Faculty of Nursing to confirm your student status and eligibility for a UNE position.
- Reference from your most recent clinical instructor
- **It is highly recommended that you have available at time of interview a recent (within 6 months) criminal record check (CRC) - please ensure that this CRC is for employment purposes and includes a check for working with the vulnerable sector.**

8. Who should I use as a reference?

Covenant Health requires 2 satisfactory references before you can be employed. One must be your most recent clinical instructor. Consider previous supervisors for your second and third references. In the absence of employment references, you may also provide a reference from an organization you have volunteered with. Family or friends are not appropriate references. Confirm that your chosen references have agreed to provide a reference and that their contact information is current.

9. How should I prepare for the interview?

Make sure you are well rested and present with a professional appearance. Arrive 10 minutes early for the interview. Most importantly relax and be calm.

10. What can I expect at the interview?

At the interview, you can expect questions about career goals, your ability to handle conflict, an ethical dilemma and some clinical scenarios. It is okay to pause and think about the question that is being asked. Don't be afraid to indicate you do not know the answer to the question.

11. I have a need for some time off during the summer months; can I still work as a UNE?

Any request for time off should be discussed at the time of interview for the hiring manager's consideration recognizing that consideration may be given to the individual who has the greatest amount of availability.

12. As a UNE, am I a member of the College & Association of Registered Nurses of Alberta or the College of Registered Psychiatric Nurses of Alberta?

No, you are not a member of CARNA or CRPNA.

The job description for the UNE, which explains your status and practice parameters, is available with the application package online.

13. What is the difference between a UNE and a Nursing 461 Internship student?

NURS 461 is a paid nursing student internship held jointly by Covenant Health & the University of Alberta - Faculty of Nursing. Nursing 461 Internship students are employees with defined nursing care function; however, they are also students of the University of Alberta during the internship and are responsible for academic commitments. Some differences from a UNE opportunity include: (1) consideration for a nurse student internship requires that the candidates are academically eligible as determined by the Faculty of Nursing, (2) the practice policy of Nursing 461 Internship students may be different from that of UNEs, & (3) the timing of Internship opportunities is dependent on Faculty of Nursing course sequencing.

14. After the summer can I continue to work as a UNE?

For ongoing employment in the fall and winter months, you must be enrolled in the final year of your nursing program. You will need to provide verification of this to your manager or Human Resources in the fall should your manager have an operational need to extend your employment.

If you have any questions about the UNE process please contact:

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