

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

To work as a UNE you must have successfully completed:

- 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.

(above programs must lead to eligibility for registration by CRPNA/CRPNA upon graduation)

You must also possess:

CPR Certification - Heart & Stroke Foundation /Level C Healthcare Provider

Eligibility 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 in February on the Covenant Health/Careers webpage under "Students".

Covenant Health sends a notice 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? Go to: <http://www.covenanthealth.ca/careers/forstudents.html>

Follow the online application process on the Covenant Health website. The link to apply for a UNE position is located within the UNE job posting. When you apply on-line, you will receive an automated email confirming receipt of your application. Some information will be mandatory, and you will not be able to submit your application electronically unless the "required" fields are completed.

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

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. There will be UNE opportunities in a variety of Covenant Health locations in the Edmonton and surrounding area (your chance of employment will be increased if you consider a location outside of Edmonton).

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.

There are always more applicants than positions available, so it is beneficial to provide the relevant information in your application/resume in order to be shortlisted. Only applicants who have been shortlisted will be contacted.

6. What is the required documentation?

- Complete the on-line Application Form (attach cover letter and resume)
- Provide the email address of 2 references (**at least one clinical instructor**)
- At the time of interview you must provide:
 - Criminal Record Check/Vulnerable Sector obtained in the last 6 months
 - CPR Certification - Level C Healthcare Provider
 - Documentation of courses/hours completed in Nursing Program

7. 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.

Undergraduate Nurse Employee (UNE) Frequently Asked Questions

8. 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. Do not forget to bring the required documentation!

9. 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.

10. 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.

11. As a UNE, am I a member of the College of Registered Psychiatric 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(s) for the UNE, which explains your status and practice parameters, is available on the Covenant Health/Careers webpage.

12. 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 and 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 they 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, and (3) the timing of Internship opportunities is dependent on Faculty of Nursing course sequencing.

13. 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.

For more information on the UNE Program contact:

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Strategic Recruitment & Workforce Planning
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