



## POSITION DESCRIPTION

**POSITION TITLE:** Undergraduate Nurse Employee      **DEPARTMENT:** Nursing – Patient Services  
**CLASSIFICATION:** Undergraduate Nurse      **APPROVED BY:** Regional Lead – Acute Care & Chief Nursing Officer  
**UNION:** Manitoba Nurses’ Union (MNU)      **DATE APPROVED:** August 2024

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### REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** Manager, Health Services

**POSITIONS SUPERVISED:** None

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### POSITION PURPOSE

The Undergraduate Nursing Employee (UNE) position provides an opportunity for the nursing student employed as an 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 centered care with the supervision of the RN or RPN.

The nursing activities performed and level of supervision required are determined by legislation, standards of supervision outlined by regulatory colleges, employer 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.

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.

The incumbent exercises the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

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## ESSENTIAL FUNCTIONS AND MAJOR DUTIES

Duties and functions include but are not limited to the following:

### Assessment

- Collects relevant health history, psychosocial, and physical examination data and contributes to the comprehensive assessment of the health status of each assigned patient.
- Performs assessments and updates patient data.
- Assesses patients in context of the determinants of health.
- 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 employer 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 centered 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 the 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 employer business information in accordance with Personal Health Information Act.
- Meets infection prevention and control requirements by adhering to site 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 site policies and practice support documents.
- Recognizes safety issues and trends and reports appropriately.
- Recognizes and responds appropriately to emergency response codes.

#### Supervision Requirements

- To perform any nursing intervention the UNE must have attained competency and be a registered student 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 reserved acts, 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.
  - Employer 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 on that unit or in that practice setting.

#### Reserved Acts

- To perform a reserved act the UNE must have attained competency in their approved nursing education program.
- To perform reserved act, the UNE must be supervised either directly or indirectly by an RN or RPN who is authorized and competent to perform and consents to supervise the reserved acts 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 reserved acts 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 reserved act 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 a reserved act to be performed.
  - Current established competencies of the UNE.
  - The supports and resources available for supervision.
  - Level of risk in the UNE performing the reserved acts.
  - 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 COVID-19 immunization clinic the RN or RPN would be present in the same room where the UNE would be immunizing patients).
- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

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RESPONSIBILITIES AND ACCOUNTABILITIES ARE ASSIGNED IN BROAD ORGANIZATIONAL OBJECTIVES. THE POSITION IS SUBJECT TO REVIEW OF GENERAL EFFECTIVENESS AND ATTAINMENT OF OBJECTIVES THROUGH PERFORMANCE MEASUREMENTS.

## **PERFORMANCE MEASUREMENTS**

1. To be defined.

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## **QUALIFICATIONS**

### **EDUCATION/CERTIFICATION:**

- Current enrollment in an approved nursing education program leading to initial entry to practice as a RN or RPN.
- Successful completion of the third year or enrolled in third year with a minimum of 450 hours of clinical practice in an approved nursing education program leading to initial entry to practice as a RN or RPN.
- In addition to the minimum of 450 hours, completion of a clinical placement in medical/surgical or mental health setting is required in order to work in relevant patient care areas. Additional clinical practice hours and/or specific course completion from the approved nursing education program may be required to qualify to work in some patient care settings.
- Registered student in accordance with policies and procedures of the education institution at which they are enrolled in an approved nursing education program at.

### **EXPERIENCE REQUIRED:**

- Acquired competencies in clinical nursing practice to provide safe, quality nursing care, in a supervised assignment.
- Ability to work as a member of a team and request guidance and consultation.
- Accept direction and guidance and constructive feedback.

- Critical thinking skills including clinical judgment, problem solving, and evaluation skills reflective of level of formal nursing education.
- Communicate clearly, appropriately and respectfully with the patient, family, and members of the health care team.
- Attitude and behavior that conveys respect and dignity of all persons.
- Able to establish professional, safe, inclusive and respectful relationships.
- Independent and shared accountability in a just and trusting culture.
- Demonstrates competencies when working with patients/families, staff, students, and volunteers.
- Compassionate, empathic and caring attitude.
- Basic use of technology and competency in computer, clinical electronic device use, and electronic documentation.
- Adheres to all applicable clinical documentation requirements per site policies.

**SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:**

- Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required.
- Proficiency of both official languages is essential for target and designated bilingual positions.
- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums.
- Demonstrated ability to meet the physical and mental demands of the job.
- Good work and attendance record.
- Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate.
- All Health Care Workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy.
- Requires a valid Class 5 driver's license, an all-purpose insured vehicle and liability insurance of at least \$1,000,000.00.

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**WORK CONDITIONS:**

- Moderate to heavy physical effort required.
- No hazardous or significantly unpleasant conditions.
- May work occasionally evenings and weekends as necessary.
- Will be required to travel to other regional facilities as the position duties may require.

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**SALARY SCALE:**

As per MNU Collective Agreement Salary Scale.

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*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*