

# Island Health 2023 New Grad RN/RPN Hiring



## You're Hired!



Island Health acknowledges the unceded territories of the Coast Salish, Nuuchahnulth and Kwakwaka'wakw Peoples on whose land we offer our services.

Before Canada and BC were formed, Indigenous peoples lived in balance and interconnectedness with the land and water in which the necessities of life are provided. Health disparities persist, which are due to the impacts of colonization and Indigenous-specific racism. Healthy lands, healthy people. Island Health acknowledges and recognizes these homelands and the stewardship of Indigenous peoples of this land; it is with humility we continue to work toward building our relationship.

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# INDIGENOUS CULTURAL SAFETY AND HUMILITY IN HEALTH CARE

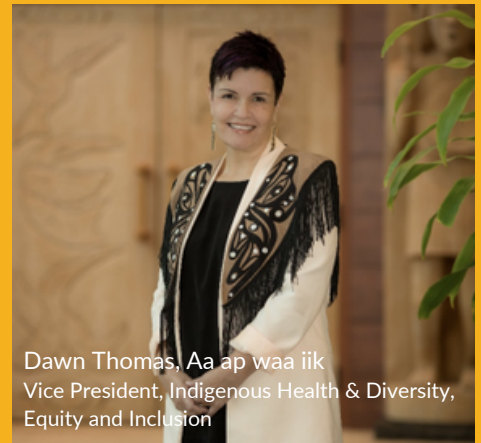
As we strive to recruit and retain a thriving workforce, we are guided by Island Health's C.A.R.E. values and the vision of excellent health and care for everyone, everywhere, every time.

As an organization, we are committed to cultural safety and humility and we demonstrate this through our actions to address Indigenous-specific racism, systemic racism and the ongoing impacts of colonialism.

As we look to welcome you into Island Health, this moment in time represents a clear opportunity to permanently change the culture of care at Island Health. Through Mary Ellen Turpel-Lafond's report *In Plain Sight: Addressing Indigenous-Specific Racism and Discrimination in B.C. Health Care* we have clearly heard the stories of inequity experienced by Indigenous people in the health care system. This report confirms that Indigenous peoples in BC are exposed to widespread racism that is impacting experiences at the point of care, resulting in inequitable medical treatment, physical harm and even death.

To create culturally safer care and workplace environments, Island Health is committed to removing systemic racism through policy, process and procedure changes while creating learning opportunities and capacity development for staff, physicians, volunteers, contractors and students to create culturally safer engagement and environments.

Island Health is aware of the importance of deepening our understanding of systemic racism so we can actively address health inequities. The generational colonial beliefs and attitudes that created Indian Hospitals, Reserves, Day Schools, foster-care system and residential schools continue to this day. Addressing Indigenous specific racism is our shared work and we are so excited to welcome you into this collective journey!



Dawn Thomas, Aa ap waa iik  
Vice President, Indigenous Health & Diversity,  
Equity and Inclusion



Kathy MacNeil  
Island Health President & CEO

# KEY TIMELINES

If you have not yet applied, let us know and we will get you started!

**[TalentAcquisition@islandhealth.ca](mailto:TalentAcquisition@islandhealth.ca)**

Action	Timing
<b>Step 1: New Grad Applies to <u>Posting #166633</u></b> No need to include a resume - we'll collect that in Step 2	Apply now and receive your Conditional Offer Letter! (ongoing applications are welcome)
<b>Step 2: New Grad Completes Survey &amp; Selects Interview Preferences</b> You'll need your resume ( <a href="#">a sample is included in this guide</a> )	<b>December 15 - January 16</b> ongoing for later applicants
<b>Step 3: Recruitment Team Coordinates Interviews</b>	<b>January 23 onward</b>
<b>Step 4: Recruitment Team Conducts Reference Checks</b>	<b>Early January</b>
<b>Step 5: Formal Offer, Provisional License Checks, Onboarding</b>	Following successful interview and reference check
For further information, refer to the detail process information on page 4 of this document.	

**Please remember to apply for your Provisional License as soon as possible.  
You must have your Provisional License to complete the hiring process.**

*When I graduated, I fell in love with the wide array of opportunities available in Island Health. Not only have I been able to experience rural and urban nursing, but I've also been able to enjoy the gorgeous outdoors that Vancouver Island has to offer.*

*I spent my first year of work nursing at a remote site, and then I was able to take advantage of Island Health's sponsored specialty nursing training. I found my home working in a small emergency department with a strong sense of community.*

***I wouldn't want to live or work anywhere else!***



Alison W.  
Registered Nurse, Island Health

# NEW GRADUATE RN/RPN HIRING PROCESS DETAILS

## Step 1 – New Grad Applies to Posting #166633

- Please apply to this posting by the deadline of **January 7th** to move forward in the hiring process with the main group of new graduate nurses.
- You do not need to provide a resume with your application. In the resume box within our application system, simply type that your resume will be provided with your survey response.
- Shortly after applying, you will receive a conditional offer letter from Island Health that outlines the conditions of employment.

## Step 2 – New Grad Completes Survey & Selects Interview Preferences

- We will distribute the survey the week of December 15th and you will have until January 16th to provide responses.
- **If you identify as Indigenous and would like support with your application, please do not hesitate to reach out to Indigenous Recruitment and Retention team: [indigenousemployment@islandhealth.ca](mailto:indigenousemployment@islandhealth.ca). This team can assist with resume development and interview preparation.**
- The survey will collect information on your location, nursing school, graduation information, availability, practicum placements, provisional license application date, specialty courses that you have taken and whether or not you are already an Island Health employee.
- The survey will also provide you with an opportunity to identify and rank the areas that you are most interested in interviewing (note that you will receive a document with a brief description of each area to help you make your selections).
- We understand that sometimes new grads will want to change their interview preferences after they begin their final practicum and you may request changes up until **February 17th at the latest** by emailing [TalentAcquisition@islandhealth.ca](mailto:TalentAcquisition@islandhealth.ca).

## Step 3 - Recruitment Team Coordinates Interviews

- **January 23rd onward**, the Recruitment team will coordinate your interview with our regional interview panel over Zoom.
- You will only be required to complete one interview.
- The completed interview score will be used in conjunction with your resume, survey response and references, and sent to the hiring team(s) from the unit preferences that you made in your survey (starting from your first choice).
- As recruiters coordinate sending your application package to these hiring teams, you may be asked for an informal meet and greet with the members of those hiring teams so they can get to know you better and provide you with more information about their area.

## Step 4 – Recruitment Team Conducts Reference Checks

- Beginning **Early January, 2023**
- Reference checks will be conducted by Recruitment and shared with managers in advance of interviews.
- Please provide nursing related references from **recent** preceptors and/or instructors. Your alternate (3rd) reference may be from your non-clinical employment.
- We will check two references for each new grad, the 3rd reference requested is an alternate in case we are unable to contact one of the others.

## Step 5 – Offers, Provisional License Checks, Onboarding

- Once you have accepted a verbal offer, a formal offer will be sent to you via our application system (VI-Hire).
- You will be required to accept the formal offer electronically and complete pre-boarding essential documents to finalize the hiring process.
- You will not be able to move forward with the onboarding process until you have your Provisional license and provide a copy of it with your pre-boarding documents.

# ISLAND HEALTH NEW GRADUATE NURSES

## PROVISIONAL LICENSES

Submit your Provisional License Application as soon as instructed to do so by your school. Late applications can delay start dates.

## STUDENT LOAN FORGIVENESS PROGRAMS

### **BC Loan Forgiveness Program:**

- For working in “underserved communities”
- Forgive 20% of loan / year for up to 5 years
- Provincial portion of student loan only

### **Federal Loan Forgiveness Program:**

- Eligible for program if working in an underserved rural or remote community under 50,000 away from an urban centre

## SPECIALTY EDUCATION TRAINING OPPORTUNITIES

Ask your recruiter about **future Specialty Education training opportunities** (paid for by Island Health) Critical Care (ICU, CVU, CCU, PACU), Emergency, PICU and NICU, Peri-Operative, Perinatal, Nephrology/Renal, Rural & remote.

## ISLAND HEALTH NEW GRAD COUNCIL

The New Grad Registered Nurse Council (NGRNC) consists of third and fourth year BSN students, new graduate Registered Nurses, novice Registered Nurses, employers, post secondary faculty, and other nursing representatives.

The Council provides an opportunity for dialogue between organizations and an opportunity to co-develop recommendations for establishing consistent and systematic approaches to addressing factors influencing transition into practice and attrition among new graduate Registered Nurses. You can contact the NG Council at [NewgradRNC@islandhealth.ca](mailto:NewgradRNC@islandhealth.ca).



*Island Health New Graduate Nurses*

Scan the QR Code  
to visit the BC  
Loan Forgiveness  
website



Scan the QR Code  
to visit the Federal  
Loan Forgiveness  
website



Contact the NG Council at:  
[NewgradRNC@islandhealth.ca](mailto:NewgradRNC@islandhealth.ca)

# YOUR RESUME

## SAMPLE RESUME

**First Name Last Name**  
**Address, City, Province, Postal Code**  
**Telephone, E-mail**

Use personal email (non-school)

### CAREER OBJECTIVE

To obtain a Registered Nurse position with Island Health where my knowledge, skills, and experience in patient-centered care will be used to provide compassionate and comprehensive care to my clients.

Highlight any additional training or courses you have taken towards your nursing

### HIGHLIGHTS

- Completing Mosby's ECG Interpretation 2.0 Curriculum (Expected completion January, 2022) *December 2021 – present*

### EDUCATION & TRAINING

**University of Victoria**  
Bachelor of Science in Nursing

*September 2018 - present*

### CLINICAL EXPERIENCE

Remember all clinical/practicum placements and include dates

Victoria General Hospital  
**Floor 5A/B, Orthopedic Trauma Unit (80 Hours)**

*November – December 2021*

*Third Year Clinical Experience providing nursing care to patients who were post orthopedic surgery and long term medical.*

List dates in chronological order starting with most recent experience

# YOUR RESUME CONTINUED

List previous/current employment. Aim to include experience that would be relevant to a nursing career

## WORK HISTORY

**Employed Student Nurse**  
Operating Room, Royal Jubilee Hospital

*July 2019 - March 2020*

## AWARDS

Vancouver Island University Dean's List

*2020 & 2021*

## CERTIFICATES

- WHMIS Provincial Course Certificate
- First Aid & CPR/AED Level HCP
- Emergency First Aid & CPR/AED Level C
- CPR Certification
- N95 Mask Fit

List relevant certifications you have obtained (inside or outside of your nursing education)

## VOLUNTEER EXPERIENCE

Volunteer, Minds in Motion, Alzheimer's Society  
Victoria, BC

*2021 – present*

Because you will include references within your survey response, you will not need to include them on your resume



# WHAT TO EXPECT IN AN INTERVIEW

## THE BASICS



- Show up to your interview on time. Being late sends a message to the interviewer that you may not be punctual. If something has happened (i.e. your car has broken down), call your interviewer as soon as possible to let them know you are running late.
- Dress to impress. Arriving in clean, business casual clothing tells the interviewer that you are taking this interview seriously.

## THE QUESTIONS



- Be prepared for behavioural/scenario-type questions. Think back to your employment/volunteer/education history to come up with some examples you can use for these types of questions. Interviewers love examples!
- Be prepared for clinical questions for the area of nursing you are interviewing for. This may be fresh in your head, or you may want to consult some of your previous learning materials for a refresh.
- Don't forget to think of some questions for the Interviewer(s)! Remember that interviewing is a two-way street and it's important for you to make sure this is a good fit for you too. Interviewers respond positively to people as eager as they are to find the right fit.
- If you don't understand the question, or forgot the complete question, don't hesitate to ask the interviewer to ask the question again.

## DURING THE INTERVIEW



- Relax – take a deep breath and take your time. You may be nervous, but you've got this!
- Remember your body language as a way to stay engaged – maintain good posture, use effective eye contact, keep hands visible and show responsiveness by nodding.
- Avoid negative language. Instead of saying "I can't," or "I haven't," or "I don't," share applicable experiences and find the positives in what you have done. Think about all of the transferrable skills that you have to offer.
- Remember to smile!

## Follow Up

It's always a good idea to send a thank you note/email to the Interviewer(s). This can be a brief paragraph thanking them for their time. More importantly, it's another opportunity to reiterate your interest in the position and your qualifications. Remember to ask for contact information if you don't already have it.

# SAMPLE LEARNING PLAN

The Island Health New Grad Transition Support Intranet Page (**New Graduate Nurse Intranet**) contains valuable new graduate nurse information, including Learning Plans. You will need an Island Health login to access the intranet.

Click **[HERE](#)** to visit the New Graduate Nurse Intranet page.

## New Graduate Nurse Learning Plan Example

Complete this take using SMART goals.

**S** - Specific: Specify a single measurable result or outcome to be accomplished.

**M** - Measurable: Measurements to gauge results such as quality, quantity, time and effectiveness.

**A** - Attainable: Must be attainable and consider scope, experience and operational resources available.

**R** - Relevant: Goals must be directly related to role and responsibility of employee.

**T** - Trackable: Goal must be trackable and verifiable.

Goal #1					
What do I want to learn?	How does this relate to my practice?	How am I going to achieve my learning?	What resources will I require?	When will I achieve my learning?	How will I evaluate and track my learning?
Demonstrate my nursing knowledge by writing the NCLEX	Enables me to become fully licensed and to continue to work in the nursing profession.	Review core education learned. Identify areas of strength and those that require further learning.	-Study groups -NCLEX online resources	I will achieve my goal within the first 3 months post-graduation	I will be successful upon my first attempt of writing the NCLEX. I will track my progress learning plan and study guide.
Goal #2					
What do I want to learn?	How does this relate to my practice?	How am I going to achieve my learning?	What resources will I require?	When will I achieve my learning?	How will I evaluate and track my learning?
Practice my skills and maintain my competencies in skills specific to my area of practice	Ensure I can provide safe and evidence based patient care	Identify skills required for my clinical area and identify areas where I require further learning support	-CAPE tool and resources in my clinical area. -Review the Island Health clinical resources page	I will achieve my learning by the first 4 weeks of work	I will track my progress in my CAPE tool and on my learning plan
Goal #3					
What do I want to learn?	How does this relate to my practice?	How am I going to achieve my learning?	What resources will I require?	When will I achieve my learning?	How will I evaluate and track my learning?
How to safely and appropriately delegate and assign tasks	So I can ensure that my patients are receiving the best care possible from the healthcare team	Review the difference between assignment and delegation Review the HCA and LPN Island Health websites to learn more about role, scope and function of HCAs and LPNs	-Review the HCA learning hub -Review resources available on the floor regarding safe delegation.	I will achieve my learning by the first 2 weeks of work	I will be able to recognize times and situations where assignment is appropriate I will track my progress on my learning plan

# SAMPLE LEARNING PLAN

Goal #4					
What do I want to learn?	How does this relate to my practice?	How am I going to achieve my learning?	What resources will I require?	When will I achieve my learning?	How will I evaluate and track my learning?
Specific roles of the interdisciplinary team.	The interdisciplinary team plays a vital role in patient care and understanding their role will assist me in providing collaborative care to patients.	Make time to meet the interdisciplinary team and ask them about their role. Review online interprofessional resources	- Interprofessional collaborative learning hub - UBC interprofessional collaboration resources - Interprofessional Colleagues	I will achieve my learning in the first 4 weeks of work.	I will be able to explain what the members do as well as advocate for referrals when they would be appropriate.
Goal #5					
What do I want to learn?	How does this relate to my practice?	How am I going to achieve my learning?	What resources will I require?	When will I achieve my learning?	How will I evaluate and track my learning?
How to be in charge.	This will assist me to be prepared to take a charge nurse role when required.	I will achieve my learning by reviewing online resources, mentoring from experienced staff. I will buddy with a nurse in the charge position for one shift	- In charge learning hub - Experienced coworkers	I will achieve my learning in my first 6 months of work.	I will complete the required module as well as complete at least one shift in charge.





# ISLAND HEALTH COMMUNITIES

## **Kwakwaka'wakw Territory**

Alert Bay, Port Hardy, Port Alice and Port McNeill make up the Mt. Waddington region and offer rugged landscapes rich with cultural, wildlife and recreational experiences. Campbell River is a seaside city surrounded by hiking and biking trails that challenge your sense of adventure. Comox Valley is the place to ski and golf in the same day. Situated between Strathcona Provincial Park and the Strait of Georgia, this is an ideal spot to raise a family.



## **Nuu-chah-nulth Territory**

Port Alberni is a prized fishing and water sports destination located in the heart of the island and the gateway to Tofino, a world-recognized destination for surfing and a storm watching hot spot. Famous for old growth rainforest and long stretches of pristine beaches.



## **Coast Salish Territory**

**Nanaimo** is located on central Vancouver Island and is a convenient access point to Vancouver. Watch cruise ships pass by one of the rocky beaches or downtown's waterfront park. Salt Spring Island is the largest, most populated of the southern Gulf Islands with close to 12,000 permanent residents and is flourishing with artisans and spectacular ocean scenery.

**Cowichan Valley** offers easy access to Victoria and Nanaimo. This region boasts award-winning wineries, thriving farmlands and year-round markets.

**Victoria** is a vibrant urban centre with an abundance of local restaurants, shopping and nightlife. The historic architecture and culture contribute to its city charm.





# Indigenous Territories Map

## Kwakwaka'wakw Territory

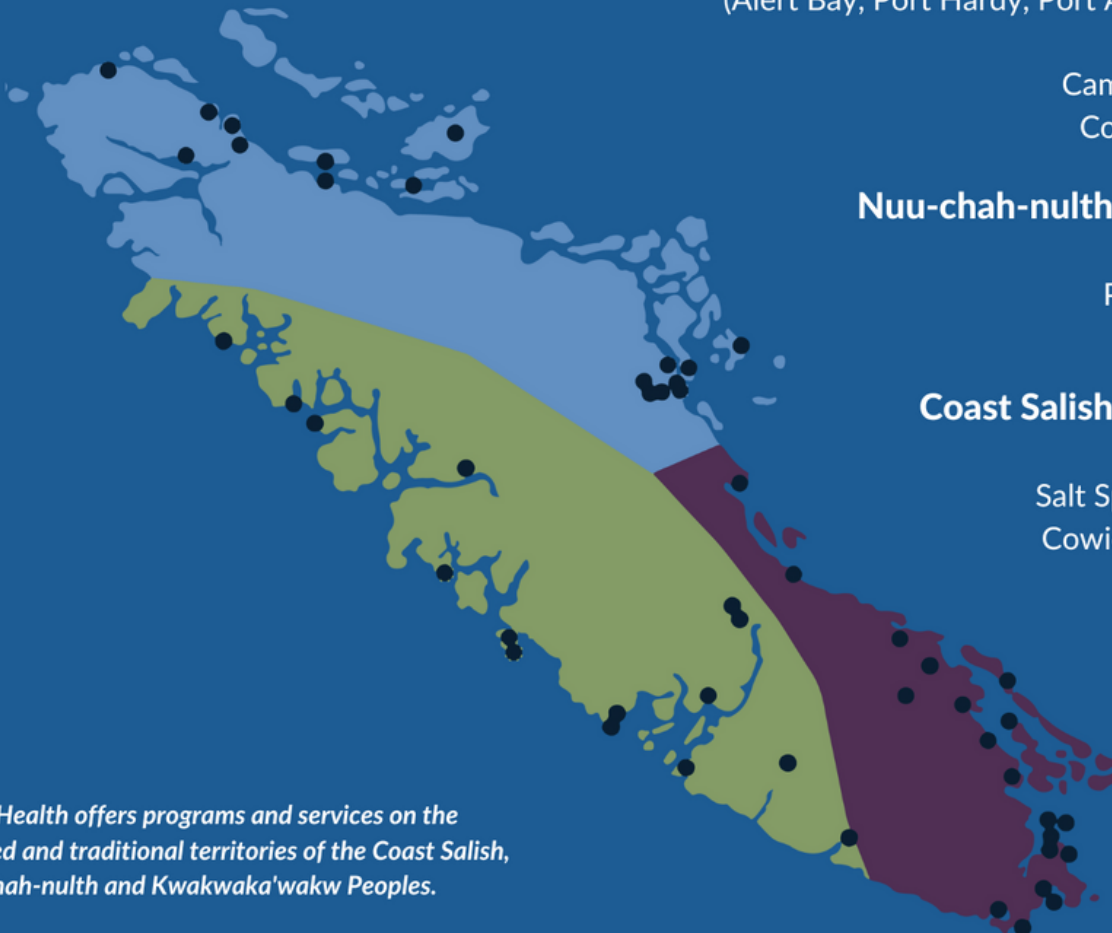
Mt Waddington  
(Alert Bay, Port Hardy, Port Alice & Port McNeill)  
Campbell River  
Comox Valley

## Nuu-chah-nulth Territory

Tofino  
Port Alberni

## Coast Salish Territory

Nanaimo  
Salt Spring Island  
Cowichan Valley  
Victoria



*Island Health offers programs and services on the unceded and traditional territories of the Coast Salish, Nuu-chah-nulth and Kwakwaka'wakw Peoples.*

*As an organization, we are committed to cultural safety and humility and we demonstrate this through our actions to address Indigenous specific racism, systemic racism and the ongoing impacts of colonialism.*