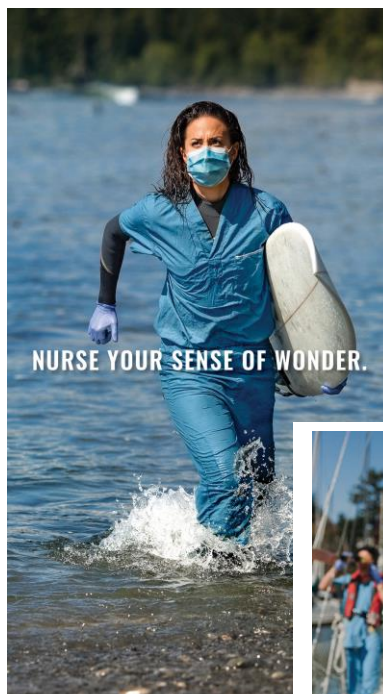
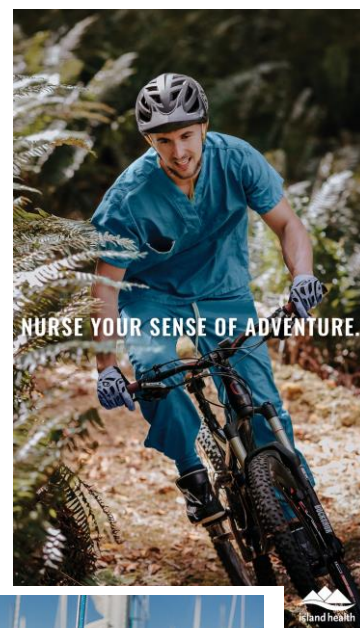


Island Health

2021 New Grad RN/RPN Hiring Process



Island Health Nurses



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.

KEY TIMELINES

If you have not yet applied, let us know and we will get you started in our process (TalentAcquisition@viha.ca)!

Action	Timing
Step 1: New Grad Applies to Posting #131930 No need to include a resume – we'll collect that in Step 2 https://islandhealth.hua.hrsmart.com/hr/ats/Posting/view/131930	Dec 6 <i>ongoing applications are welcome beyond this date</i>
Step 2: New Grad Completes Survey & Selects Interview Preferences You'll need your resume (a sample resume is included in this guide) along with the names & contact information for your references to complete the survey	Dec 7 – Jan 3 <i>ongoing for later applicants</i>
Step 3: Recruitment Team Conducts Reference Checks	Jan 4 onward
Step 4: Recruitment Team Coordinates 1st Round Interviews	Feb 15 onward
Step 5: Offers, Provisional License Checks, Onboarding	Following successful interviews
For further information, refer to the detail process information on page 4 of this document.	

** Please remember to apply for your Provisional Licence as soon as possible. You must have your Provisional Licence 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

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NEW GRAD APPLICANT REFERRAL INCENTIVE

Do you know off-island nurses who might be interested in joining Island Health?

➤ *We're excited to share details of this incentive with you. More details to follow!*



NEW GRADUATE RN/RPN HIRING PROCESS DETAILS

Step 1 – New Grad Applies to Posting #131930

- Please apply to this posting by the deadline of **December 6th** 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

Step 2 – New Grad Completes Survey & Selects Interview Preferences

- We will distribute the survey on **December 11th** and you will have until **January 3rd** to provide your responses
- To prepare for the survey, you will need your resume along with the names and contact details (email and phone) for 3 references
- If you identify as Indigenous and would like support with your application, please do not hesitate to reach out to our team: aboriginalemployment@viha.ca
- The survey will collect information on your location, nursing school, graduation information, availability, practicum placements, provisional license application date, speciality 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 8th at the latest by emailing TalentAquisition@viha.ca

Step 3 – Recruitment Team Conducts Reference Checks

- Beginning **January 4th, 2021**
- 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 2 references for each new grad, the 3rd reference requested is an alternate in case we are unable to contact 1 of the others

Step 4 - Recruitment Team Coordinates Interviews

- **February 15th onward**, beginning with resumes being provided to hiring managers for 1st choice of interview locations
- If the hiring manager shortlists you for an interview, a Recruiter will be in touch to set up an interview time with you
- In cases where you are not shortlisted (typically due to large volumes of applicants for certain clinical areas, or missing qualifications), the Recruiter will immediately connect you with your next choice of interview locations
- Following your interview, you may receive a verbal offer via your recruiter
- If you do not receive an offer following your interview, your Recruiter will move you to the next round of interviews (Step 5 or 6, etc.)
- Our team will support you through as many interviews as necessary to find the right spot

Step 7 – Offers, Provisional License Checks, Onboarding

- Once you have accepted a verbal offer, a written offer will be sent to you via our application system
- You will be required to accept the offer electronically and complete some Essential Documents to complete the hiring process and before you begin your onboarding process – further information will be provided to you at that time
- Note that you will not be able to begin move forward with the onboarding process until you have your Provisional license

INDIGENOUS CULTURAL SAFETY

Cultural Safety is a process and an outcome based on respectful engagement that recognizes and strives to address power imbalances inherent in the health care system.

Senator Murray Sinclair, Chair of the Truth and Reconciliation Report (TRC) defined systemic racism as “when the system itself is based upon and founded upon racist beliefs and philosophies and thinking and has put in place policies and practices that literally force even the non-racists to act in a racist way.”

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.



Based on the release of the TRC Report, Island Health, along with all BC health authorities signed the Declaration of Commitment to embed cultural safety and humility into the delivery of all health and care services.

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

Our vision is excellent care for everyone, everywhere, every time.

PROVISIONAL LICENSES

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



Island Health New Graduate Nurses

STUDENT LOAN FORGIVENESS PROGRAMS

BC Loan Forgiveness Program

- <https://studentaidbc.ca/repay/repayment-help/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

http://www.esdc.gc.ca/en/student_loans/forgiveness.page

Eligible for program if working in an underserved rural or remote community under

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 professionalpractice@viha.ca.



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.

HIGHLIGHTS

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

- Completing Mosby's ECG Interpretation 2.0 Curriculum *December 2020 – present*
(Expected completion January, 2021)

EDUCATION & TRAINING

University of Victoria
Bachelor of Science in Nursing

September 2017 - present

CLINICAL EXPERIENCE

Remember all clinical/practicum
placements and include dates

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

November – December 2020

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



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

Employed Student Nurse

Operating Room, Royal Jubilee Hospital

July 2018 - March 2019

AWARDS

Vancouver Island University Dean's List

2019 & 2020

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

2020 – 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

Congratulations on your interview! Here are some tips to ensure that your interview is a positive experience.

1. 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.

2. 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.

3. 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!**



4. 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.*

New Graduate Nurse Learning Plan Example

Complete this table 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: Goal 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

Island Health learning plan new graduate example

Document Owner: Professional Practice

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
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

