

INTERNATIONALLY EDUCATED NURSES

LOCAL ORIENTATION CHECKLIST

BEFORE

- Provide the Employer with 14 days' notice of the date, time, & location of the Local UNA Orientation as per Article 5.05.
 - The date, time, & location are selected by the Local, not the Employer.
 - Schedule an individual orientation for each IEN, where possible.
 - Hold the orientation during the Employee's shift & at their homesite.

DURING

Goals:

- To help the Employee feel welcome & supported by UNA.
- To ensure the Employee knows why & how to contact UNA.
- To assess the Employee's well-being to provide resources & supports.

Items to Cover:

- Introductions & roles** of the Local Exec, LRO, etc.).
- Becoming a UNA member** & submitting a membership application.
- Representation** from UNA, including PRC & OH&S.
- UNA app** – downloading & navigating (CA, Spotlights, etc.)
- Reporting concerns** – how & where (website/app).
- Key rights** including basic rate of pay, recognition of previous experience, education allowance, shift diff, overtime, & breaks.
- Contacting UNA** - when & how to contact the Local & LRO.
- Schedule** – go over their schedule & answer any questions.
- Events** such as available workshops, Local meetings, etc.
- Need for further support**, including from the Employer.
- Any questions or concerns** from the Employee.

AFTER

- Follow up with the Employee regularly to assess their well-being & address questions & concerns as they arise.
- Identify rumours, concerns, & supports to ensure success.
- Keep your LRO in the loop.

NEW MEMBER PACKAGES

Locals can request New Member Packages by emailing office.requests@una.ca. In the email, **please specify**:

- Where the packages should be sent.
- Number of packages desired.
- If you would like paper membership applications included.

The packages typically contain the following:

- New Member Checklist
- Reporting Concerns poster
- UNA notepad
- UNA pen
- RN pin

Locals should consider including a **welcome letter**. A template can be downloaded at www.una.ca/document/localwelcomeletter.

Visit education.una.ca for more resources.