

CARNA Registration Renewal for UNA Employees

A CARNA practice permit is required to legally practice as a registered nurse in Alberta. Nursing Practice Hours are reported to CARNA to meet the currency of practice requirements for regulated members.

In order to assist and provide an efficient method of identifying Nursing Practice Hours for the purpose of renewal, a new module has been developed in e-People Employee Self Service.

What's New?

Effective August 25, 2014, this new functionality in Employee Self Service will allow UNA (AHS) members to access practice (worked) hours for their CARNA registration.

The module is set up to pull all UNA hours worked per registration year, beginning in the 2013 CARNA year (October 1, 2012 – September 30, 2013) and report a total of these hours.

Navigation: Employee Home > Self Service Documents > Nursing Practice Hours

Self Service Documents



Union Documents
Union employees can generate all Self Service Documents - these are the documents you can produce immediately for yourself. Content of these letters are based on your current data in e-People.

- [Employment Verification](#)
- [Proof of Loss Verification Letter](#)
- [Alberta Blue Cross Confirmation Letter](#)
- [Benefits Premium Letter](#)
- [Premium Totals \(LOA\) Letter](#)
- [STD/LTD Premium Letter](#)
- [Portability Letter](#)
-  [Nursing Practice Hours](#) (For Current active UNA employees only)

Click “Run Now” to produce the “Nursing Practice Hours” report

Nursing Practice Hours

Report Monitor Run Now

Report Parameters

UNA Registration Renewal year

Practice hours for year: 2014 Start Date: 2013/10/01 End Date: 2014/09/30

October 1st prior year to September 30th current year

Go to: Employee Home Self Service Documents

Save Return to Search Notify Add Update/Display

Sample of Output

```
Nursing Practice Hours
Registration Renewal Year: 2014 (October 01, 2013 to September 30, 2014)
Employee : 01062014 - Evelyn Grand

Classification: Grad Nurse Temp Permit
Empl Rcd : 0
Practice hours: 635.50 hours

Grand Total
Practice hours: 635.50 hours
```

Please note: This link will only be available to UNA members. If an employee is a NON UNA employee, the “Self Service Documents” page will have the “Nursing Practice Hours” link disabled.

If you have questions, please do not reply to this email, contact the HR Contact Centre by calling 1-877-511-4455 or email HRContactCentre@albertahealthservices.ca

Sincerely,

HR Shared Services