



Supernumerary Quick Reference

Hiring casual, full-time long assignment supernumeraries is a proactive approach to staffing fluctuations, retirements, and transfers expected throughout the year. Hiring Graduate Nurses (GN) into supernumerary positions is an operational decision approved by NSHA leadership. This proactive decision to hire additional nurses and offer a supportive environment will benefit staff and patients. Details of supernumerary positions are outlined below:

- GNs will be assigned to a unit for a one (1) year supernumerary period.
- GNs being hired into ICU, ER, OR, or NICU are required to provide proof of active-practicing license prior to commencing employment. Prospective hires that are unable to secure their active-practicing license prior to their tentative start date may either have their hire date delayed or be accommodate to a non-ICU, ER, OR, or NICU area if operationally feasible.
- It is the Graduate Nurse's responsibility to submit application for licensure, register to write the NCLEX-RN, inform People Services of the writing date, advise their Manager of their NCLEX-RN attempts, and any changes to their license status as a result of NCLEX-RN failure.
- Status within NSHA is casual, full-time long assignments. Salary will reflect that and GNs will receive 75 hours pay biweekly. GNs will also be entitled to all the benefits of a full-time long assignment employee.
- The unit where the GN is assigned does not/will not have any vacant positions at the time of hire. However, NSH recognizes it as a good place for the GN to begin their career with staff that will support and coach. Therefore, GNs have been assigned to a position that is in addition to the regular complement of the unit, otherwise known as 'over complement'.
- GNs will be assigned a mentor who will work with them initially in their new position. GNs will be provided a full-time schedule. NSH believes GNs need the stability of working as part of a team to allow their skills to develop and grow.
- NSH anticipates positions coming up on the unit or other areas over the coming months. GNs may remain on the unit for the one (1) year supernumerary period.

- During the GN supernumerary period GNs are required to apply for permanent or temporary positions to obtain a non-supernumerary position by the end of their one (1) year supernumerary period. GNs are expected to make every effort to secure a position on the unit to which they have been assigned. If vacancies on the unit do not arise, GNs are encouraged to apply throughout the organization. At the end of the one (1) year supernumerary period, if you have not obtained a position you will be reduced to casual relief status.
- People Services will monitor and follow up on GNs in collaboration with Managers to ensure non-supernumerary positions are secured.
- Managers may seek Director approval to extend supernumerary periods beyond the one (1) year where the situation permits.
- If GNs have not obtained their active-practicing Registered Nurse license, GNs will either be reduced to casual relief alternate employment or terminated, at the discretion of the Manager and People Services.
- While we do not anticipate a need to place GNs in a position prior to the supernumerary expiry, operational needs are often difficult to anticipate and this could occur.
- **For ICU, ER, OR, and NICU Supernumeraries only -AND- where operationally feasible**, Supernumeraries will be enrolled into Registered Nurses Professional Development Centre (RNPDC) specialty program or non-RNPDC required program within a year of the start date. The Supernumerary will be expected to abide by the terms and any signed Return of Service agreement, which will be signed prior to starting the RNPDC program. The Supernumeraries employment status will be reviewed if the program is not successfully completed.

Updated: 2020/04/10