Fall 2011 - Hospital Unit Clerk Information Sheet

Program Overview
The purpose of this program is to prepare the individual for employment as a Hospital Unit Clerk in a variety of health care settings. It will provide knowledge and training in the medical field including topics such as medical terminology, pharmacology, communications, and coordinating physicians’ orders.

Program Goals
The overall goal is to provide knowledge and training in the Hospital Unit Clerk field. This program is intended for those who desire to upgrade their skills towards the employment in an entry level position, as well as staff currently employed in the health care field who require cross training; professional development; or retraining.

Program Objectives
- To respond to local demand for trained health care facility and hospital administrative support personnel.
- To provide a formal training program towards entry-level competency in the health care facility administration support.
- To provide a certificate that recognizes the completion of the training program.
- To provide professional development opportunities for employees working in medical health care administration support fields.

Target Participant
Program participants will have a strong desire to work in health care administration. Hospital Unit Clerk specialists learn in long-term care facilities, nursing services, private and public hospitals, and related services. Hospital Unit Clerks provide administrative support to the health care professionals in a fast-changing, demanding environment.

Admission Requirements
1. Application for Admission form and $25 one-time fee for first time applicants to North Island College.
2. Grade 12 graduation (including English 12), OR successfully complete a NIC Hospital Unit Clerk Math and English assessment.
3. Keyboarding speed minimum of 50 words per minute.
4. Computer Skills. Successful completion of an Introduction to Computers course within the past 2 years or equivalent course; OR if you use computers regularly in your work or have extensive recent experience using computers, provide documentation of this work in your application, detailing the systems and programs you use and know.

In addition to the above, the following are highly recommended
- Word processing skills an asset. Computers are used in most health care facilities.
- A keen interest in working in a stressful, fast-paced working environment.
- TB testing may be required.
- A standard criminal record check and completed Immunization Requirements Form will be required prior to practicum placement.
- The ability to maintain a heavy homework load is essential to your success.
- Practicum placements may be scheduled during day shifts. It may be necessary to make arrangements for vacation leave and/or daycare arrangements when practicum is scheduled.

Graduation Requirements:
Students must successfully complete all six courses in the program. Students are required to attend all scheduled lectures, observations, examinations, and practicum hours. If you do not meet the attendance requirements, you will not qualify to receive the program certificate.

- Students must complete all the courses in the program within the same two semesters.
Program Components
To earn the Hospital Unit Clerk Certificate, the following courses must be successfully completed:

- HUC 100 Hospital Unit Clerk Overview
- HUC 101 Anatomy, Physiology & Medical Terminology
- HUC 103 Pharmacology Introduction
- HUC 104 Non Clinical Management of the Nursing Unit
- HUC 105 Unit Clerk Procedures & Observation
- HUC 106 Unit Clerk Practicum

Program Costs:
Students can expect to pay the following costs to complete this program (SUBJECT TO CHANGE). Tuition fees are:

- $3978, plus $25 one-time application fees, plus Student Society fees.
- Texts are not included in course fee, approximate cost $300.
- Travel for field trips not included.

Information Sessions:
This information session will give prospective students the opportunity to meet the instructor and learn more about the program.

Please Note: must pre-register

Course #GENI 5110
No Charge
Campbell River Campus
Tue, March 1, 2011
Thu, May 26
Thu, Sep 8
6:30 – 8:00 pm

Program Outline
Hospital Unit Clerk Overview – HUC 100
An orientation to North Island College and the Hospital Unit Clerk Program. Topics include: overview of the Hospital Unit Clerk role, facilities orientation, program policies and procedures, resources available, and student safety. The course will also explore learning styles and skills to support student success.

Anatomy, Physiology & Medical Terminology
HUC 101
This course permits the student to acquire a basic medical terminology vocabulary related to body systems necessary to communicate information effectively and comfortably in a medical office environment.

Pharmacology Introduction
HUC 103
This course is an introduction to basic non-clinical pharmacology. The student will be able to identify and correctly spell commonly used medications and explain their classifications, the four mechanisms of drug actions, type of drug preparations, immunizations, and pharmaceutical abbreviations and terminology.

Non-Clinical Management of the Nursing Unit
HUC 104
An introduction to professional communication in a hospital unit setting. Topics include: perception of self and others, verbal and nonverbal communication, appropriate professional conversation, listening skills, self-disclosure and feedback, telephone skills, patient confidentiality. Examines communication methods and tools used by the Hospital Unit Clerk, and communication devices used in the hospital.

Unit Clerk Procedures & Observation
HUC 105
This course is designed to introduce the student to management techniques and communication in a hospital environment. It deals with the transcription and understanding of physicians’ orders – the major and most critical function of the Unit Clerk. This would include dietary, laboratory, diagnostic imaging, respiratory care, physical and occupational medicine and medications.

Unit Clerk Practicum
HUC 106
This course provides the student with an opportunity to integrate and apply skills and knowledge in a practical setting and to demonstrate competence. This course is conducted entirely in a ward setting under the direction of a preceptor and the instructor. Students are expected to perform as a Unit Clerk using the skills and knowledge obtained through coursework. Students are expected to work the rotation that the instructor allocates, which may include day or evening shifts.
## Hospital Unit Clerk
### 2011 Fall

### PROGRAM SCHEDULE

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Schedule</th>
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<tbody>
<tr>
<td>HUC 100 - Hospital Unit Clerk Overview</td>
<td>October 24 – 28, 2011</td>
</tr>
<tr>
<td></td>
<td>• 5 sessions: Mon to Fri</td>
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<td></td>
<td>• 6:30 – 9:30 pm</td>
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<td>• ALL COURSES CAMPBELL RIVER CAMPUS</td>
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<tr>
<td>HUC 101 - Anatomy, Physiology. &amp; Medical Terminology</td>
<td>October 31 – December 14</td>
</tr>
<tr>
<td></td>
<td>• 20 sessions: M, W, TH</td>
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<td>• 6:30 9:30 pm</td>
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<tr>
<td>HUC 103 - Pharmacology</td>
<td>January 4 – February 2, 2012</td>
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<tr>
<td></td>
<td>• 14 sessions: M, W, TH</td>
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<tr>
<td></td>
<td>• 6:30 9:30 pm</td>
</tr>
<tr>
<td>HUC 104 - Non-Clinical Mgmt Of Nursing Unit</td>
<td>February 6 - 16</td>
</tr>
<tr>
<td></td>
<td>• 6 sessions: M, W, TH</td>
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<td></td>
<td>• 6:30 9:30 pm</td>
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<tr>
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<td>No class April 9</td>
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<tr>
<td>HUC 105 - Unit Clerk Procedures &amp; Observation</td>
<td>February 20 – May 16</td>
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<tr>
<td></td>
<td>• 37 sessions: M, W, TH</td>
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<td>• 6:30 – 9:30 pm</td>
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<tr>
<td>HUC 106 - Unit Clerk Practicum</td>
<td>May 22 – July 6, 2012</td>
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*The information contained in this schedule is accurate at the time of printing. North Island College reserves the right to make such changes as necessary, including cancellation and adjustment of courses.*

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