

# HEALTH UNIT COORDINATOR (HAUC)

This is a list of the Health Unit Coordinator (HAUC) courses available at KPU.

## HAUC 1000 CR-5

### Medical Terminology

Students will learn to identify, articulate, and spell medical terms that describe the anatomy, physiology, and pathology of the body systems. They will learn to identify various surgical procedures and equipment used in hospital units.

*Co-requisites: HAUC 1005 and 1010 and 1015*

## HAUC 1005 CR-2.5

### Communication and Logistic Skills

Students will practise effective communication skills to enable them to work within a team environment. They will discuss the importance of patient confidentiality when working with case studies. Students will use resource manuals to look up hospital codes such as cardiac arrest, fire, violent persons, and others. They will practise the essential telephone techniques necessary to work in a hospital setting.

*Co-requisites: HAUC 1000 HAUC 1000*

## HAUC 1010 CR-2.5

### Chart Records and Admissions

Students will learn to keep accurate patient charts and records and to maintain charts in accordance with hospital confidentiality guidelines and policies. They will process admissions, transfers, discharges, and will differentiate between elective or emergency admissions.

*Co-requisites: HAUC 1000 HAUC 1000*

## HAUC 1015 CR-2.5

### Pharmacology Fundamentals

Students will learn about drugs most frequently used in hospital settings. They will examine the classification of drugs and identify them by both generic and trade names. Students will be introduced to drug administration concepts that use the 24-hour clock.

*Prerequisites: HAUC 1000*

## HAUC 1100 CR-3.5

### Treatment and Medication Orders

Students will process physicians' treatment orders, including preparing and updating dietary information. They will file requisitions, progress notes and follow-up reports, and will assist in the scheduling of treatment appointments including patient transport. Students will learn to transcribe and process medication orders and to identify the forms that must be prepared for use by professional staff. They will utilize the Compendium of Pharmaceuticals and Specialties (CPS) to process medication orders.

*Prerequisites: HAUC 1000 and 1005 and 1010 and 1015*

*Co-requisites: HAUC 1110*

## HAUC 1110 CR-2

### Laboratory Orders 1

Students will learn to transcribe physicians' orders for the most common chemistry and hematology lab tests using reference and resources as needed. They will learn the communication system used to ensure that complete information regarding patient test results is shared with all relevant individuals and/or departments.

*Co-requisites: HAUC 1100 HAUC 1100*

## HAUC 1115 CR-2

### Laboratory Orders 2

Students will learn to transcribe physicians' orders for laboratory tests for the most common communicable diseases, bacterial infections, and blood bank requirements. They will learn the communication system used for sharing complete information about test results with all relevant individuals/departments. Students will utilize appropriate reference resources to complete laboratory orders.

*Prerequisites: HAUC 1110*

## HAUC 1120 CR-3

### Diagnostic Orders

Students will learn the patient referral process for consulting physicians, physiotherapists, or occupational therapists. They will become skilled at assisting in patient preparation and communicating diagnostic orders to appropriate individuals and departments. Students will examine a variety of diagnostic tests including those that require patient preparation.

*Prerequisites: HAUC 1100 and 1115*

## HAUC 1125 CR-2.5

### Medical/Surgical/Maternity Orders

Students will learn to complete various levels of medical, surgical, and maternity orders. They will learn to transcribe post-operative orders with special emphasis on patient controlled analgesia (PCA) orders.

*Prerequisites: HAUC 1120*

## HAUC 1200 CR-4

### Practicum

Students will apply classroom theory on a medical, surgical, maternity, or specialty hospital unit. They will shadow their preceptor at the beginning and gradually increase their responsibilities to reach a mastery level by the end of the practicum. Students will also attend a resume and interview skills workshop.

*Prerequisites: HAUC 1125*