

# Health Unit Coordinator: Certificate

<b>Faculty of Community And Health Studies</b>	kpu.ca/health
<b>Implementation Date</b>	01-Sep-2011
<b>Start Date(s)</b>	September January
<b>Admission Type</b>	Selective entry
<b>Enrolment Type</b>	Limited enrolment
<b>Program Type</b>	Undergraduate
<b>Credential Granted</b>	Certificate
<b>Offered At</b>	Langley
<b>Format</b>	Full-time
<b>How to Apply</b>	www.kpu.ca/admission

## DESCRIPTION

The Health Unit Coordinator Program provides students with opportunities to develop the knowledge, skills, and values required to work as a Unit Coordinator on a nursing unit at an acute care hospital, clinic or long term care unit. Graduates are also prepared to work as members of a multidisciplinary health care team.

In addition, the program is available to currently employed Unit Coordinators who wish to upgrade their skills.

During the program, students will learn how to transcribe and prioritize doctors' orders accurately and to coordinate appointments and activities for patients. Students will also learn how to communicate effectively with medical personnel, patients and families.

The last 4 weeks of the program provide students with opportunities to demonstrate the theory and skills learned in the classroom in a clinical setting as their practicum. Students will work with a preceptor and an instructor to meet their objectives.

The practicum is offered in cooperation with hospitals in the Lower Mainland and a variety of practicum settings will be used to give students diverse hospital experiences.

Student loans are available for this full-time program. Students are also responsible for costs related to travel to practicum, uniforms, and textbooks.

This program is offered on the Langley Campus on a full-time (day) or full-time (evening) basis.

## CAREER OPPORTUNITIES

Graduates of the HAUC program find employment as Unit Coordinators (also known as Nursing Unit Assistants and Unit Clerks) in acute and long term care nursing units as well as clinics.

The HAUC certificate is recognized by the Health Authorities in the Lower Mainland.

## PROGRAM ADMISSION REQUIREMENTS

In addition to KPU's General university admission requirements including the undergraduate-level English Proficiency Requirement, the following program admission requirements apply.

- Typing speed 40 wpm (50 wpm upon completion of the program)
- Attendance at a Health Unit Coordinator Information Session
- Criminal Record review issued by the BC Ministry of Public Safety and Solicitor General
- If you are not a Canadian citizen, you are required to secure a Criminal Record Search with the Vulnerable Sector from your country of origin.

**Note:** Computer skills are highly recommended for students applying for this program.

## PROGRAM REQUIREMENTS

Students must achieve and maintain a B- grade or higher in this program.

**Note:** HAUC courses are assessed Tuition Category 2.a.4 tuition and fees for domestic students.

### Semester 1

Designed to give students a theoretical background to the subject matter and its application.

#### All of:

HAUC 1000	Medical Terminology	5 credits
HAUC 1005	Communication and Logistic Skills	2.5 credits
HAUC 1010	Chart Records and Admissions	2.5 credits
HAUC 1015	Pharmacology Fundamentals	2.5 credits

### Semester 2

The course work will blend theoretical and practical subject materials. Practical experience on a nursing unit will be incorporated in the program.

#### All of:

HAUC 1100	Treatment and Medication Orders	3.5 credits
HAUC 1110	Laboratory Orders 1	2 credits
HAUC 1115	Laboratory Orders 2	2 credits
HAUC 1120	Diagnostic Orders	3 credits
HAUC 1125	Medical/Surgical/Maternity Orders	2.5 credits
HAUC 1200	Practicum	4 credits

The final practicum involves a 168 hour practicum in an assigned nursing unit working with a unit coordinator as a preceptor and a Practicum Supervisor. Students will gradually assume the responsibilities of the role while completing their objectives.

Total Program Hours – 678 (approximately 33-40 weeks full-time)

# CREDENTIAL AWARDED

Upon successful completion of this program, students are eligible to receive a **Certificate in Health Unit Coordinator**.