

Health Unit Coordinator: Certificate

Faculty of Health	kpu.ca/health
Program Type	Undergraduate
Credential Granted	Certificate
Offered At	Langley
Start Date(s)	September January
Intake Type	Limited intake
Format	Full-time
Instructional Cycle	Semester-based
Curriculum Effective Date	01-Sep-2017
How to Apply	www.kpu.ca/admission

DESCRIPTION

The Health Unit Coordinator program provides students with diverse learning opportunities and experiences to work in a supportive clerical role within a multidisciplinary health care team.

Students will explore how to communicate effectively in this environment and perform various skills and tasks accurately and thoroughly on patients' health records. Students will also develop their leadership and assertive skills throughout the program. They will have opportunities to learn with other Faculty of Health students on and off-campus. Students will apply their knowledge and skills from the classroom to the health care setting supported by a preceptor and Health Unit Coordinator faculty.

The program is offered on the Langley campus, full-time during the day starting in September, or January with classes in the evenings and weekends.

CAREER OPPORTUNITIES

The Health Unit Coordinator certificate is recognized by the Health Authorities in the Lower Mainland. Graduates are able to find employment as a Unit Coordinator, Unit Clerk, Nursing Unit Assistant, Nursing Unit Clerk and in various clerical positions within a health care setting.

ADMISSION REQUIREMENTS

In addition to the Faculty's Admission Requirements, which consist of KPU's undergraduate English Proficiency Requirement, the following program admission requirements apply:

- Minimum word processing speed (typing speed) of 50 words per minute
- Attendance at a Health Unit Coordinator Information Session

Once applicants have received a conditional offer of admission and before final admission to the program is granted, they must submit the following:

- An acceptable Criminal Record Check through the Ministry of Public Safety and Solicitor General's Criminal Records Review Program within 6 months prior to the start of the program
- Applicants who have lived outside of Canada as an adult are required to secure a Criminal Record Search with the Vulnerable Sector from their country of origin. Please contact

the Office of Admissions for further direction on obtaining your criminal record check

CONTINUANCE REQUIREMENTS

Students in the program must maintain a cumulative GPA of 2.67, with no grade lower than C+ in all required courses, including electives. Non-adherence to these requirements will result in removal from the program.

CURRICULAR REQUIREMENTS

Semester 1

All of:

HAUC 1150	Unit Coordinator Role	3 credits
HAUC 1160	Medical Language Foundations	3 credits
HAUC 1190	Clinical 1	2 credits
HEAL 1100	Mental Wellness and Communication	3 credits
Elective	A course at the 1100 level or higher	3 credits

Semester 2

All of:

HAUC 1250	Transition to Role	1 credit
HAUC 1260	Medical Applications	4 credits
HAUC 1270	Diagnostic Applications	4 credits
HAUC 1280	Specialty Services	3 credits
HAUC 1290	Clinical 2	4 credits

Note: HAUC courses are assessed at Tuition Category 2.a.4 and HEAL courses are assessed at Tuition Category 2.a.5 for domestic students.

CREDENTIAL AWARDED

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