

HEALTH UNIT COORDINATOR (HAUC)

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

Enrolment in some sections of these courses is restricted to students in particular programs. See the Course Planner - kpu.ca/registration/timetables - for current information about individual courses.

For information about transfer of credit amongst institutions in B.C. and to see how individual courses transfer, go to the BC Transfer Guide bctransferguide.ca

HAUC 1000 5 Credits 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, 1010 and 1015.

Attributes: F2A4

HAUC 1005 2.5 Credits Communication and Logistic Skills

Students will use effective communication skills to enable them to work within a health care team environment.

Co-requisites: HAUC 1000

Attributes: F2A4

HAUC 1010 2.5 Credits 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

Attributes: F2A4

HAUC 1015 2.5 Credits 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

Attributes: F2A4

Not Transferable

HAUC 1100 3.5 Credits

Treatment and Medication Orders

Students will process physician 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, 1005, 1010 and 1015.

Co-requisites: HAUC 1110

Attributes: F2A4

HAUC 1110 2 Credits 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

Attributes: F2A4

HAUC 1115 2 Credits 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

Attributes: F2A4

HAUC 1120 3 Credits Diagnostic Orders

Students will learn the patient referral process for consulting physicians, physiotherapists or occupational therapists. They will learn how to accurately order diagnostic tests with the appropriate personnel and departments.

Prerequisites: HAUC 1115

Attributes: F2A4

HAUC 1125 2.5 Credits 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

Attributes: F2A4

HAUC 1200**4 Credits****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

Attributes: F2A4