

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-2011
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 HAUC 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 HAUC 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:

- 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 Justice, Criminal Records Review Program
- 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.

CONTINUANCE REQUIREMENTS

Students are required to obtain a grade of 70% or higher in each course throughout the program. For the final course, HAUC 1200

Practicum, an evaluation or grading system of Mastery (MAS) is used. To attain Mastery, a student must be able to assume the workload of a beginning Unit Coordinator by the end of the practicum and successfully demonstrate and perform all the practicum objectives independently.

CURRICULAR REQUIREMENTS

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

Note: HAUC courses are assessed at Tuition Category 2.a.4 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.

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**.