

# CERTIFICATE IN HEALTH UNIT COORDINATOR

## At a Glance

### Faculty

[www.kpu.ca/health](http://www.kpu.ca/health) (<http://www.kpu.ca/health/>)

### Area of Study:

[www.kpu.ca/health/huc](http://www.kpu.ca/health/huc) (<http://www.kpu.ca/health/huc/>)

### Academic Level:

Undergraduate

### Credential Granted:

Certificate

### Start Date:

Fall (September)

Spring (January)

### Intake Type:

- Limited

### Minimum Credits Required:

30

### Curriculum Effective Date:

01-Sep-2017

**Intakes for this program have been postponed indefinitely.**

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.

## Requirements

### Admission Requirements

In addition to the Faculty's Admission Requirements, which consist of KPU's undergraduate English Proficiency Requirement (<https://calendar.kpu.ca/admissions/english-proficiency-requirements/>), 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

To ensure a pathway is available for specific student populations in the Health Unit Coordinator Program, 3 seats will be reserved for self-declared Aboriginal students for each intake. Any reserved seats that are not offered to the above noted specific student population will be offered to the general pool of qualified applicants.

### 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

Term 1		Credits
HAUC 1150	Unit Coordinator Role	3
HAUC 1160	Medical Language Foundations	3
HAUC 1190	Clinical 1	2
HEAL 1100	Mental Wellness and Communication	3
Elective	A course at the 1100 level or higher	3
<b>Credits</b>		<b>14</b>
Term 2		
HAUC 1250	Transition to Role	1
HAUC 1260	Medical Applications	4
HAUC 1270	Diagnostic Applications	4
HAUC 1280	Specialty Services	3
HAUC 1290	Clinical 2	4
<b>Credits</b>		<b>16</b>
<b>Total Credits</b>		<b>30</b>

**Note:** HAUC courses are assessed at Tuition Category 2.a.4 (<https://calendar.kpu.ca/registration/tuition-mandatory-student-fees/>) and HEAL courses are assessed at Tuition Category 2.a.5 (<https://calendar.kpu.ca/registration/tuition-mandatory-student-fees/>) for domestic students.

## Credential Awarded

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