HEALTH UNIT COORDINATOR

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.

Career Opportunities

The Health Unit Coordinator (HUC) 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.

Programs

- Certificate in Health Unit Coordinator (https://calendar.kpu.ca/programs-az/health/health-unit-coordinator/health-unit-coordinator-certificate/)

Courses

Registration in some course sections is restricted to students in particular programs. See Timetables - kpu.ca/registration/timetables (http://www.kpu.ca/registration/timetables/) - for current section information.

Visit the BC Transfer Guide - bctransferguide.ca (https://www.bctransferguide.ca/) - for information about course transfer in B.C.

HAUC 1150 3 credits
Unit Coordinator Role
Students will explore communicating professionally and accurately with the health care team and how to utilize communication systems in health agencies. They will learn the importance of maintaining accuracy while communicating patient information verbally and in writing. Students will explore confidentiality guidelines and related policies to work as a Unit Coordinator and examine procedures for common emergency codes.
Level: UG
Co-requisite(s): HAUC 1160 and 1190
Attribute: F2A4 (https://calendar.kpu.ca/courses-az/#courseattributestext)

HAUC 1160 3 credits
Medical Language Foundations
Students will learn to identify and define combining forms, suffixes and prefixes of medical terms. Students will learn to recognize, articulate and spell medical terms that describe the anatomy and physiology of each body system. They will identify and decode symbols and abbreviations used in medical language. Students will complete course requirements online or in class.
Level: UG
Co-requisite(s): HAUC 1150 and 1190
Attribute: F2A4 (https://calendar.kpu.ca/courses-az/#courseattributestext)

HAUC 1190 2 credits
Clinical 1
Students will begin to perform the Unit Coordinator role with preceptor supervision. They will apply classroom theory in a clinic setting. The focus will be on development of communication skills and working relationships in a health care environment.
Level: UG
Co-requisite(s): HAUC 1150 and 1160
Attribute: F2A4 (https://calendar.kpu.ca/courses-az/#courseattributestext)

HAUC 1250 1 credit
Transition to Role
Students will prepare to practice their Unit Coordinator skills off site by completing objectives in class, orientation modules online and attend off-site computer training sessions. Students will also complete a resume and interview skills workshop and should expect to complete learning objectives in class, online and off campus. This is a 20 hour preparatory course for the final clinical course.
Level: UG
Prerequisite(s): HAUC 1190
Co-requisite(s): HAUC 1260, 1270, 1280 and 1290
Attribute: F2A4 (https://calendar.kpu.ca/courses-az/#courseattributestext)

HAUC 1260 4 credits
Medical Applications
Students will learn drug administration concepts, processes and protocols for safe transcription of patient medication orders. They will learn the components of a medication order and how to prioritize prescribers orders. Students will identify medications by classification(s), trade and generic names. Students will utilize pharmaceutical resources to ensure accurate transcription and to locate information. They will process medication orders, select and transcribe onto appropriate patient forms and records.
Level: UG
Prerequisite(s): HAUC 1190
Co-requisite(s): HAUC 1250, 1270, 1280 and 1290
Attribute: F2A4 (https://calendar.kpu.ca/courses-az/#courseattributestext)

HAUC 1270 4 credits
Diagnostic Applications
Students will learn to accurately process prescriber's orders for the most commonly ordered diagnostic tests, referrals and consultations using appropriate reference resources. Students will learn to communicate test results with the appropriate personnel and/or departments.
Level: UG
Prerequisite(s): HAUC 1190
Co-requisite(s): HAUC 1250, 1260, 1280 and 1290
Attribute: F2A4 (https://calendar.kpu.ca/courses-az/#courseattributestext)

HAUC 1280 3 credits
Specialty Services
Students will experience the role of the Unit Coordinator in specialty acute care units, interacting with health care teams, clients and families. They will be exposed to the forms, orders and procedures for these environments.
Level: UG
Prerequisite(s): HAUC 1190
Co-requisite(s): HAUC HAUC 1250, 1260, 1270 and 1290
Attribute: F2A4 (https://calendar.kpu.ca/courses-az/#courseattributestext)

HAUC 1290 4 credits
Clinical 2
Students will perform the Unit Coordinator role in a healthcare agency with preceptor supervision. Students will perform tasks accurately and proficiently to master the role and responsibilities of a Unit Coordinator. Upon completion of this course, students will be prepared to function independently in a healthcare setting.
Level: UG
Prerequisite(s): HAUC 1190
Co-requisite(s): HAUC 1250, 1260, 1270 and 1280
Attribute: F2A4 (https://calendar.kpu.ca/courses-az/#courseattributestext)