

OR

If you use computers regularly in your work or have extensive recent experience using computers, provide documentation of this work in your application, detailing the systems and programs you use and know.

It is strongly recommended that applicants attend the Program Information Session.

Note Regarding Assessment Tests:

Call Student Services (Nanaimo) to book a seat for the Vancouver Island University Math, English and/or keyboarding skills assessment (250) 740-6416, or contact your nearest Vancouver Island University Campus. There is no charge for these assessments.

In addition, applicants should be aware that:

- A standard criminal record check and completed Immunization Requirements Form will be required prior to practicum placement.
- Employers may require Grade 12 graduation as a hiring requirement.

How To Apply

- Complete the Vancouver Island University [Application For Admission Form](#) and include:
 - Original transcripts.
 - An [application fee](#) is required for first time applicants to Vancouver Island University.
- Accepted students will receive a letter from Admissions outlining fee payment procedures.

Fees

See [Information Sheet](#) for up to date information.

If you have applied for funding, it needs to be in place when you submit your application so the deposit and final payment can be made on the dates required. If payments are not received by the deadline date, you will lose your place in the program. Full fees may be paid on the deposit date.

Note: Fees are subject to change.

This program meets National Association of Health Unit Coordinator Standards and prepares students to write the National Health Unit Coordinator Certification Exam. NAHUC website www.nahuc.org



About Vancouver Island University

Vancouver Island University is a comprehensive post-secondary institution located on beautiful Vancouver Island in British Columbia. Our main campus is located in Nanaimo and we have regional campuses in Duncan and Powell River, and a campus centre in Parksville. More than 14,000 full-time and part-time students are enrolled in academic, applied, career/technical, vocational, trades and developmental programs leading to certificates, diplomas and degrees.

Vancouver Island University

900 Fifth Street | Nanaimo, BC V9R 5S5

Switchboard: 250.753.3245 | Toll-free: 1.888.920.2221

Advising: 250.740.6410

Financial Aid & Awards: 250.740.6423

Registration Tel: 250.740.6400 | Fax: 250.740.6479

The information contained in this guide is accurate at the time of printing. Vancouver Island University reserves the right to make such changes as necessary, including cancellation and adjustment of courses.

*Produced by Communications and Public Relations
March 2012 • Hospital Unit Coordinator Certificate Program*

Hospital Unit Coordinator

Part-time Non-credit Certificate Program



Program Overview

The purpose of this program is to prepare the individual for employment as a Hospital Unit Coordinator in a variety of health care settings. It will provide knowledge and training in the medical field including topics such as medical terminology, pharmacology, communications, and coordinating physicians' orders.

Career Opportunities

Graduates of the Hospital Unit Coordinator Certificate Program will be prepared for employment in a variety of health care settings, including private and public hospitals, public health offices, long term care facilities, medical offices, specialists' offices, nursing services (scheduling), insurance companies, and government offices with medical related departments.

Program Goals

Participants in the program will:

- Develop an understanding of practical and theoretical concepts;
- Apply theory through hands-on training;
- Gain the formal training to work in hospital administration support.

Recommended Personal Characteristics

Hospital Unit Coordinators work in health care facilities and coordinate the non-clinical activities related to patient care in the communications centre at the nursing station of each unit. Duties include transcribing and processing physicians' orders, requisitioning diagnostic tests and treatments for patients, managing the patients' charts and unit supplies. Hospital Unit Coordinators must be highly organized and able to complete detailed tasks with a high degree of accuracy, while working in a busy environment. They must be self-motivated and conscientious to complete work independently, and be able to solve problems logically. Excellent written and verbal communications skills are essential. All health care workers must have a high degree of ethics in maintaining the confidentiality of patient information. Hospital Unit Coordinators must be professional in interactions with others, performance of job responsibilities, and appearance.

Program Format

The program is offered on a part-time basis over two semesters. The program consists of six core courses. Courses are scheduled in the evenings, some Saturdays and some afternoons. Students must complete all the courses in the program within the two semesters.

Program Content

Orientation & Skills For Student Success - 15 hours OSME 006

An orientation to Vancouver Island University, Nanaimo Regional General Hospital, and the Hospital Unit Coordinator Program. Topics include: overview of the Hospital Unit Coordinator role, facilities orientation, program policies and procedures, resources available, and student safety. The course will also explore learning styles and skills to support student success.

Hospital & Unit Communications - 18 hours OSME 007

An introduction to professional communication in a hospital unit setting. Topics include: perception of self and others, verbal and nonverbal communication, appropriate professional conversation, listening skills, self-disclosure and feedback, telephone skills, patient confidentiality. Examines communication methods and tools used by the Hospital Unit Coordinator, and communication devices used in the hospital.

Non-Clinical Pharmacology - 42 Hours OSME 004

This course is an introduction to basic non-clinical pharmacology. The student will be able to identify and correctly spell commonly used medications and explain their classifications, the four mechanisms of drug actions, type of drug preparations, immunizations, and pharmaceutical abbreviations and terminology.

Unit Coordinator Procedures & Observation - 111 Hours OSME 053

This course is designed to introduce the student to management techniques and communication in a hospital environment. It deals with the transcription and understanding of physicians' orders – the major and most critical function of the Unit Coordinator. This would include dietary, laboratory, diagnostic imaging, respiratory care, physical and occupational medicine and medications. Prerequisites – completion of OSME 002, OSME 004, and OSME 006 with a minimum of 75% in each course prior to taking this course.

Observational Practicum - 6 hours OSME 008

This observational practicum provides students with an opportunity to observe the Hospital Unit Coordinator in the work setting, and to gain an appreciation for the multitasking and challenges involved in this role.

Unit Coordinator Practicum - 81 hours OSME 054

This course provides the student with an opportunity to integrate and apply skills and knowledge in a practical setting and to demonstrate competence. This course is conducted entirely in a ward setting under the direction of a preceptor and the instructor. Students are expected to perform as a Unit Coordinator using the skills and knowledge obtained through coursework. Students are expected to work the rotation that the instructor allocates, which may include day or evening shifts. Prerequisites – completion of OSME 002, OSME 004, OSME 006, OSME 007, OSME 008 and OSME 053 with a minimum grade of 75% in each course prior to taking this course.

Graduation Requirements

- Students must successfully complete all six courses in the program.
- Students are required to attend all scheduled lectures, observations, examinations and practicum hours. If you do not meet the attendance requirements, you will not qualify to receive the program certificate.

Admission Requirements

1. Application For Admission form and \$35 one-time fee for first time applicants to Vancouver Island University.
2. Grade 12, OR GED completion, OR VIU's Hospital Unit Coordinator Math and English Assessments.
3. Successful completion of OSME 002: Medical Terminology And Anatomy & Physiology (or approved equivalent) taken within the last 5 years.
4. Keyboarding speed of a minimum of 50 cwpm required. (Note: The Assessment Centre in Student Services schedules keyboard testing.)
5. Computer Skills. Successful completion of Introduction To Computers within the past 2 years or equivalent course;