

Hospital Unit Clerk Program

(Nursing Unit Assistant)

September 2012 – May 2013

The Program

The Hospital Unit Clerk Certificate Program is a 365 hour part-time program that prepares graduates for the challenging and rewarding career of looking after the administrative and clerical requirements of a hospital unit.

Skilled Unit Clerks (now also known as Nursing Unit Assistants) who bring an excellent work ethic, attention to detail, compassion for people and a positive attitude to their jobs are needed in our health care system! These positions offer a competitive union wage (currently \$20.77 hour + 11.4% for casual work= \$23.13), flexible hours, a fast-paced interactive environment, and an interesting variety of duties.

The program is offered once a year on a part-time basis starting each Fall and starts in mid-September and finishes in May. Classes are held at the Interurban Campus.

Classroom: 10 hours/week from mid-September to April (240 hours)

Mondays 6:30-9pm • Thursdays 6:30-9pm • Saturdays 9am-2:30pm

Homework: Approximately 2-6 hours per week

Hospital Practicum Hours: during April and/or May (125 hrs)

Program goals

To prepare students to apply for employment in a hospital as a Unit Clerk. Program graduates will have been taught the skills to:

- ◆ Communicate effectively with patients, visitors, and other members of the health care team.
- ◆ Demonstrate an understanding of the organization, structure, and function of the various departments of a hospital.
- ◆ Function effectively in a fast-paced environment, often in emergency situations.
- ◆ Prioritize, process, coordinate, and transcribe physician's orders and perform necessary follow-up actions.
- ◆ Perform clerical duties related to the hospital unit and patient records.
- ◆ Identify, pronounce and correctly spell the names of commonly used hospital drugs.
- ◆ Perform clerical and standard receptionist duties relating to the overall care of patients.

You will study

- ◆ Communication Skills- Unit Clerks
- ◆ Hospital Tools and Topics
- ◆ Pharmacology
- ◆ Patient Chart Records
- ◆ Admissions, Transfers and Discharges
- ◆ Processing Medication Orders
- ◆ Processing Lab & Diagnostic Orders
- ◆ Processing Surgical & Treatment Orders
- ◆ Employment Skills
- ◆ Practicum (125 hours)

Personal qualities for success

It is strongly recommended that students possess the following skills and attributes prior to enrolling in this program:

- ◆ Ability to take initiative, accept responsibility and open to change
- ◆ Mature, independent, with strong diplomacy skills.
- ◆ Ability to coordinate and anticipate tasks and work in a self-directed manner
- ◆ Strong organizational & prioritizing skills & the ability to manage multiple tasks.
- ◆ A sincere concern for the welfare of others.
- ◆ Ability to work under close direction as part of a team.
- ◆ Ability and willingness to do shift work.
- ◆ Patience and composure under stress.
- ◆ Enjoy working in a busy, interactive environment.
- ◆ Competent and comfortable using a computer including Word, Excel, email, internet.
- ◆ Previous office experience is a definite asset.

Health Precautions

- ◆ Students need to have proof of a negative TB skin test prior to practicum. In the event of a positive TB skin test, a negative TB chest X-ray report is required.
- ◆ Strongly recommended that students update their immunization for German measles, polio, tetanus, diphtheria, and Hepatitis B prior to the practicum.
- ◆ Free from latex sensitivity or allergy



College & Program application process

Apply immediately once you have completed all 6 admission requirements. Program capacity is limited to 20 students and Camosun College offers these seats on a **1st qualified, 1st come, 1st served basis**.

Please note that submitting only a College "General Application Form" **DOES NOT** mean you are automatically registered in the Hospital Unit Clerk program. To be offered a seat in the program you must also provide documented proof of ALL of the following Hospital Unit Clerk Program admission requirements:

- 1) Register and Attend a "Hospital Unit Clerk Information Session" Interurban campus- 6:00 - 7:30pm. For info session dates and to register call 250 370-3550 or check online at www.camosun.ca/ce
- 2) Official Grade 12 graduation sealed transcripts (including English 12 or Communications 12) or GED
- 3) Successful completion of a Camosun Medical Terminology course (minimum 60 hour course and 75% grade taken in the last 3** years) or approved equivalent. *Students who take/have taken a Medical Terminology course from a post-secondary institution other than Camosun are strongly advised to ensure it is an equivalent offering PRIOR to applying.*
- 4) Proof of keyboarding skills (50 wpm *net*) dated September 2011 or later. For keyboard speed testing please call 250 370-4565 for info. *Net* means 1 word is taken off for each error.
- 5) Successful completion of VIHA Medical Terminology Assessment – minimum of 72% (dated September 2011 or later) **
- 6) Criminal Record Check completion upon acceptance into the program**

** *Currently pending Education Council approval*

The "**General Application Form**" is available at the addresses below or at camosun.ca/documents/forms/apply/apply-camosun.pdf. Include the \$35.70 non-refundable College application fee and deliver or mail to:

Camosun College, Interurban Campus
Enrolment Services
Campus Centre Building, 2nd floor
4461 Interurban Road
Victoria, BC V9E 2C1

OR

Camosun College, Lansdowne Campus
Enrolment Services

Program registration & tuition payment

Acceptance into the Hospital Unit Clerk program will occur after **ALL** of the following are completed:

- ◆ The College Application is received, and documented proof of **ALL program admission requirements** have been submitted and successfully met.
- ◆ Enrolment Office notifies you that you are an accepted applicant and offers you a seat in the program for the September 2012 intake.
- ◆ Upon accepting the offered seat, you will be required to pay a \$500 non-refundable program commitment fee.
- ◆ The tuition balance of \$2850 is due and payable upon acceptance or by **Thursday, August 23, 2012**. Failure to pay by August 23 will result in withdrawal from the program.

TUITION: Tuition is \$3350. This includes all course materials, equipment, and practicum placements. Additional costs include personal supplies and a uniform for the practicum in April.

REFUNDS: A 100% refund, less the \$500 non-refundable commitment fee, is provided up to fourteen (14) calendar days prior to the start date of the program. No refunds are provided after this unless approved by the Program Coordinator.

PAYMENT OPTIONS: Tuition fees are payable by debit and credit card, cash, online banking, cheque, money order made payable to Camosun College.

For more information on the Hospital Unit Clerk Program: camosun.ca/unitclerk

Hospital Unit Clerk Program Coordinator

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School of Business Info Line

250 370-4565

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