



## St. James-Assiniboia Continuing Education

### HEALTH UNIT CLERK CERTIFICATE PROGRAM

**Requirements:** Grade 12 Academic Diploma, English Language proficiency, Current Criminal, Child Abuse, Adult Registry Check and Immunizations  
Potential students will be interviewed

**Tuition:** **\$4,225**

**Topics Covered:** Medical Terminology (60 hours)  
Health Unit Clerk Core (227 hours)  
Practicum (160 hours)  
CPR (8 hours)  
Non-Violent Crisis Intervention (11 hours)  
**Basic Keyboarding/Introduction to MS-Office (27 hours, 9 hours Keyboarding and 18 hours Office 2016)**  
Total hours for all components of the program: 493 hours

**Textbooks:** Health Unit Coordinator: 21<sup>st</sup> Century Professional, by Donna J. Kuhns, Patricia N. Rice and Linda L. Winslow (CD included)

The Language of Medicine – Davi-Ellen Cabner

**\*Pass mark of 75% must be attained on all tests, quizzes and final exam\***

Tuition includes the text and supporting materials, CPR, Non-Violent Crisis Intervention and Introduction to MS-Office.

# HEALTH UNIT CLERK CERTIFICATE PROGRAM

## COURSE DESCRIPTIONS

Acquire the knowledge and skills required to function as part of the health care team. Learn the roles and responsibilities of a Health Unit Clerk including maintaining patient and unit records, processing physician orders, diagnostic and laboratory orders and managing unit supplies. You will have opportunities to practice learned theory in actual settings in health care facilities.

### **Medical Terminology (60 hours)**

A comprehensive course in which students study the technical language of medical science. The course includes the fundamentals of medical language including word components, definitions, spelling and pronunciation using a systems approach. Basic anatomy and physiology are included to assist in understanding the structure and function of organs and systems in the human body. As well, pathological diseases related to each body system will also be included in this portion.

### **Health Unit Clerk Core Theory (227 hours)**

Student will learn the specific responsibilities of a unit clerk such as, Health care delivery systems and services including maintaining patient charts, transcribing doctors' orders and ordering diets, lab tests and diagnostic tests. Students will gain knowledge in handling admissions, transfers and discharges. As well, students will learn how to order supplies and maintain inventories. Reception, filing, other general administrative assistant duties, communication skills, critical thinking and problem solving skills will also be part of this section.

### **Practicum (160 hours)**

The practicum provides students with the opportunity to apply theoretical knowledge and skills in the practice environment.

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The following courses are also included in the program.

### **CPR (8 hours)**

This course covers the skills needed to recognize and respond to cardiovascular emergencies and choking in adults and children.

### **NON-VIOLENT CRISIS INTERVENTION (11 hours)**

This course teaches the skills to work effectively with potentially anxious, agitated, aggressive and even assaultive people. Non-Violent Crisis Intervention is a program designed to help develop and improve communication skills to de-escalate potentially dangerous situations and an integral part of an overall plan to develop safe and caring environments.

### **Introduction to Keyboarding/MS Office (27 hours)**

Students begin with basic keyboarding and proceed to learn skills in both Word and Excel. Word topics include using tools, tables, tabs and mail merge. Excel topics include tips for entering data, formulas, functions and charts. Email and Internet will also be covered.