

HEALTH UNIT COORDINATOR (HLUC)

HLUC 1005 Credits: 3

Information Technologies Total Hours: 55

This course is designed to provide students with a solid foundation in computer and digital literacy, and an overview of health information technologies used in the Canadian healthcare system. Students will receive a comprehensive introduction to the learning management system and associated software that will be used during their program. Students will also explore basic concepts related to digital literacy with the use of information technologies in health care and the associated ethical and legal principles.

HLUC 1015 Credits: 2

Keyboarding: Speed & Accuracy Total Hours: 55

This course gives students the opportunity to develop their keyboarding skills with a focus on speed and accuracy by means of selected timed writings and drills on a computer. Students identify areas for improvement and develop corrective practices.

Prior Learning Assessment is available.

HLUC 1025 Credits: 3

Role of the HUC Total Hours: 60

This course introduces students to the administrative role and responsibilities of the health unit coordinator (HUC) and members of the interdisciplinary team in various health care settings. Students learn the terms to work in a clerical, support role and how to complete tasks accurately and safely on electronic or paper health records. Students will learn how to manage patient transitions such as admissions, transfers and discharges and be able to describe the organizational structure of the hospital and its departments. Students will also examine the role of their actions on patient safety and the principles of confidentiality when working in the health care environment.

HLUC 1035 Credits: 3

Communication in Healthcare Total Hours: 60

This course prepares students to communicate professionally by examining cultural sensitivity and diversity within healthcare practice. Concepts in de-escalation and conflict resolution techniques will also be explored. Students will improve their professional communication, technical and computer literacy skills with practice and reflection while learning common terms and abbreviations to work in health settings.

HLUC 1040 Credits: 3

Medical Foundations Total Hours: 60

Students will be introduced to medical terminology, anatomy and disease processes relating to the body systems which includes learning basic medical word structures such as prefixes, suffixes, combining forms and root words. How to correctly spell and pronounce commonly used medical terms and conditions pertaining to the body system will also be explored.

HLUC 1045 Credits: 2.5

Pharmacology Total Hours: 50

This course examines the principles of pharmacology and the common therapeutic classifications of medications used in health care. Students will learn to correctly identify and spell medications along with common routes of medication administration and use references appropriately to research and problem solve within their role as a health unit coordinator (HUC).

HLUC 1050 Credits: 3

HUC Practicum 1 Total Hours: 90

This course provides students with a health care environment to practice their professional communication behaviours within the multidisciplinary healthcare team and apply the skills and knowledge from the first term. Students will complete the basic tasks of a health unit coordinator when using electronic health record operating systems and health forms, and utilize resources to work safely, confidently and independently.

Pre-requisite(s): HLUC 1005, HLUC 1015, HLUC 1025, HLUC 1035, HLUC 1040, HLUC 1045

HLUC 1105 Credits: 3

Order Processing Foundations Total Hours: 70

This course builds on concepts from the first term and provides students with foundational skills and knowledge required to transcribe prescriber orders onto forms such as the kardex and the medication administration record (MAR). Students will create and use their own resources to complete tasks accurately and safely on electronic or paper health records. Students will continue to develop their knowledge of the role and responsibility of the health unit coordinator (HUC) to facilitate patient/client admissions, transfers and discharges in the healthcare setting.

Pre-requisite(s): HLUC 1050

Co-requisite(s): HLUC 1115

HLUC 1115 Credits: 2.5

Lab Foundations 1 Total Hours: 60

This course builds on the theory and practice from Semester 1 and provides students with the procedures to process hematology and chemistry orders. The responsibilities of the Laboratory Department, its personnel and the hospital staff are also discussed. Students will develop information literacy skills in class by creating and using their own resources to complete tasks accurately and safely on electronic or paper health records. Students will continue to develop their knowledge of the role and responsibility of the health unit coordinator (HUC) in the healthcare setting.

Pre-requisite(s): HLUC 1050

Co-requisite(s): HLUC 1105

HLUC 1125 Credits: 2.5

Lab Foundations 2 Total Hours: 60

This course builds on the theory and practice from Semester 1 and continues the study of laboratory tests from the Microbiology, Pathology Departments. Students will learn the procedures to order blood transfusion products, related services and the common lab tests from the BC Cancer Agency and BC Center for Disease Control. Students will further develop information literacy skills in class by creating and using their own resources to complete tasks accurately and safely on electronic or paper health records. Students will continue to develop their knowledge of the role and responsibility of the health unit coordinator (HUC) in relation to the healthcare setting.

Pre-requisite(s): HLUC 1050

HLUC 1135 Credits: 2.5

Diagnostic Foundations Total Hours: 60

This course builds from the concepts in Semester 1 and provides students with the skills to understand the requirements to process Diagnostic orders. Students will develop information literacy skills in class by creating and using their own resources to complete tasks accurately and safely on electronic or paper health records. Students will continue to develop their awareness of the role and responsibility of the health unit coordinator (HUC) in relation to Diagnostic orders.

Pre-requisite(s): HLUC 1050

HLUC 1140 Credits: 3

Surgical&Specialty Foundation Total Hours: 70

This course builds on the theory and practice from Semester 1 and provides students with the skills to understand the foundations to process surgical orders, and orders from specialty units. Students will develop information literacy skills in class by creating and using their own resources to complete tasks accurately and safely on electronic or paper health records. Students will continue to develop their knowledge of the role and responsibility of the health unit coordinator (HUC) within specialized medical settings.

Pre-requisite(s): HLUC 1050

HLUC 1145 Credits: 2

Practicum Orientation Total Hours: 50

The course provides students with the technical and reflective skills to work as a professional member of the health care team. Students will complete activities and assignments on and off campus in preparation for the practicum course.

Pre-requisite(s): HLUC 1050, HLUC 1105

HLUC 1150 Credits: 5

HUC Practicum 2 Total Hours: 150

The final practice course integrates knowledge and skills from all previous courses and provides students the practical setting to demonstrate effective professional communication behaviors, use operating systems and health forms accurately, to complete the beginning tasks of a health unit coordinator (HUC). This course also prepares students to utilize resources to work safely and confidently in HUC practice.

Pre-requisite(s): HLUC 1105, HLUC 1115, HLUC 1125, HLUC 1135, HLUC 1140, HLUC 1145