HEALTH UNIT COORDINATOR CERTIFICATE

Purpose

The Health Unit Coordinator Certificate (HUC) program is designed to provide students with the knowledge and skills to perform the roles and responsibilities of the HUC. Students will learn to pronounce and use medical terminology and pharmacology correctly and improve their word processing and keyboarding skills in the program. Graduates will demonstrate accuracy and proficiency when communicating verbally, electronically or in writing as a professional member of the health care team. Students will also explore coordinating patient transitions and activities in health care.

The HUC program utilizes authentic and experiential learning to promote the critical thinking and adaptability skills required to work in the diverse and dynamic field of health care.

Duration

32 weeks of full time study. Students are required to complete all the requirements for the Health Unit Coordinator Certificate within two (2) years from their program start date.

Learning Outcomes

Upon successful completion of this program, graduates will be able to:

1. Apply the knowledge and skills to act safely, ethically and responsibly as a health care team member.

2. Model professional behaviours in health care settings.

3. Demonstrate professional communication skills within the healthcare environment.

4. Integrate knowledge of cultural sensitivity and diversity into practice in a variety of settings.

5. Practice digital and information literacy skills to support safe client care.

6. Apply critical thinking when coordinating within the role and responsibilities of the Health Unit Coordinator.

7. Demonstrate initiative and responsibility to coordinate patient and unit activities.

8. Collaborate with health care professionals to coordinate patient and unit activities.

Admission Requirements

- Grade 12 Graduation or equivalent.
- English Language Proficiency (https://www.vcc.ca/applying/registration-services/english-language-proficiency-requirements/) as demonstrated by *one* of the following:
  - English 12 with a minimum 'B' grade, or equivalent
    or
  - English Language Proficiency at an English 12 'B' level

- Touch typing keyboarding speed of 30 gross words per minute with 5 or less errors.
- Attend an information session

Upon Acceptance

Criminal Record Check (CRC)

- Students in this program are required to complete a CRC. The CRC must be completed according to VCC's Criminal Record Check instructions (https://www.vcc.ca/crc/). Students whose CRC results indicate they pose a risk to vulnerable populations will not be able to complete the requirements of the program (e.g. practicums) or graduate.

TB Screening

- Proof of a current negative tuberculosis (TB) skin test. In case of positive TB skin test, a negative TB chest x-ray report is required.

Immunization

- VCC School of Health Sciences Immunization Record must be completed. Immunizations in the following are *strongly recommended* and in some cases *may be required* for practicum placement in the program:
- Diphtheria
- Tetanus
- Pertussis
- Polio
- Measles/Mumps/Rubella
- Varicella (Chicken Pox)
- Hepatitis B
- Influenza (required annually)

N95 Respiratory Mask

- N95 mask fitting should be done just prior to beginning your program and is valid for one year. A copy of the certificate must be presented during the first week of classes. Please review Respiratory Mask Fit Testing Information (https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.vcc.ca%2Fmedia%2Fvancouver-community-college%2Fcontent-assets%2Fdocuments%2Fprograms%2Frespiratory-mask-fit-testing--sites-June-2019-(002).docx&data=04%7C01%7Crakumar%40vcc.ca%7C1e1000d0a3ce419a79c508d8c3f42f3b%7C9d83cfc7633047d5b18d45bafe3b1d87%7C1%7C0%7C637474800811483170%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=iP2vh7T5hlS6ThX8CJsk%2Blt8Xqs%2FGDEsrPiuPMwCs7g%3D&reserved=0)

Program Requirements

Term One		Credits
HLUC 1005	Information Technologies	3
HLUC 1015	Keyboarding: Speed & Accuracy	2
HLUC 1025	Role of the HUC	3
HLUC 1035	Communication in Healthcare	3
HLUC 1040	Medical Foundations	3
HLUC 1045	Pharmacology	2.5

HLUC 1050	HUC Practicum 1	3
	Credits	**19.5**
Term Two		
HLUC 1105	Order Processing Foundations	3
HLUC 1115	Lab Foundations 1	2.5
HLUC 1125	Lab Foundations 2	2.5
HLUC 1135	Diagnostic Foundations	2.5
HLUC 1140	Surgical&Specialty Foundation	3
HLUC 1145	Practicum Orientation	2
HLUC 1150	HUC Practicum 2	5
	Credits	**20.5**
	Total Credits	**40**

*This guide is intended as a general guideline only. The college reserves the right to make changes as appropriate.

Evaluation of Student Learning

Students are evaluated through a variety of assessments such as: quizzes, exams, case studies, written assignments, presentations and projects (journals, self reflective learning plans, workshops and online modules).

Students are required to achieve a minimum of 68% (B-) in all theory courses in order to advance to the next term.

100% attendance is recommended. Student success in the program and practicum is highly dependent on attendance and participation.

HLUC 1050 Practicum 1 and HLUC 1150 Practicum 2 are based on Successful (S) or Unsuccessful (U) grade, where S is deemed successfully completing all learning outcomes for the courses. Successful (S) is equal or greater than 68%.

Successful completion of HLUC 1050 Practicum 1 is required in order to continue into the second semester and HLUC 1150 Practicum 2.

Practicums are evaluated through observations and feedback from the student, faculty and preceptor.

Prior Learning Assessment and Recognition (PLAR)

Students may request formal recognition of prior learning attained through informal education, work, or other life experience, including Indigenous ways of knowing. Credits may be granted to students who are able to sufficiently demonstrate the learning outcomes of specific courses.

PLAR is available for the following course:

- HLUC 1015 Speed and Accuracy

Methods for assessing prior learning are listed on the course outline. Please contact the Department for details. See VCC's D.3.5 Prior Learning Assessment and Recognition Policy and Procedures for more information.

Transcript of Achievement

The evaluation of learning outcomes for each student is prepared by the instructor and reported to the Student Records Department at the completion of semesters.

The transcript typically shows a letter grade for each course. The grade point equivalent for a course is obtained from letter grades as follows:

Grading Standard

Grade	Percentage	Description	Grade Point Equivalency
A+	90-100		4.33
A	85-89		4.00
A-	80-84		3.67
B+	76-79		3.33
B	72-75		3.00
B-	68-71	Minimum Pass	2.67
C+	64-67		2.33
C	60-63		2.00
C-	55-59		1.67
D	50-54		1.00
F	0-49	Failing Grade	0.00
S	N/A	Satisfactory – student has met and mastered a clearly defined body of skills and performances to required standards	N/A
U		Unsatisfactory – student has not met and mastered a clearly defined body of skills and performances to required standards	N/A
I		Incomplete	N/A
IP		Course in Progress	N/A
W		Withdrawal	N/A
Course Standings			
R		Audit. No Credits	N/A
EX		Exempt. Credit Granted	N/A
TC		Transfer Credit	N/A

Grade Point Average (GPA)

1. The course grade points shall be calculated as the product of the course credit value and the grade value.

2. The GPA shall be calculated by dividing the total number of achieved course grade points by the total number of assigned course credit

values. This cumulative GPA shall be determined and stated on the Transcript at the end of each Program level or semester.

3. Grades shall be assigned to repeated courses in the same manner as courses taken only once. For the purpose of GPA calculation of grades for repeated courses, they will be included in the calculation of the cumulative GPA.