Note Regarding Assessment Tests:
Call Student Affairs (Nanaimo) to book a seat for the Vancouver Island University HUC Math, English and/or keyboarding skills assessment at (250) 740-6276, or contact your nearest Vancouver Island University Campus.

In addition, applicants should be aware that:

- A standard criminal record check and completed Immunization Requirements Form will be required by the first day of class.
- 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 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.

For More Information

Please visit our website at: viu.ca/lifelonglearning

This program meets National Association of Health Unit Coordinator Standards and prepares students to write the National Health Unit Coordinator Certification Exam. NAHUC website 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 17,000 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
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 physicians’ orders.

Program Content

Orientation & Skills For Student Success – 6 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 – 12 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 – 96 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

- Application for Admission form and application fee or apply online through applybc.ca.
- Grade 12 graduation, OR equivalent.
- Successful completion of OSME 002: Medical Terminology And Anatomy & Physiology (or approved equivalent) taken within the last two years.
- Keyboarding speed of a minimum of 50 cwpm required.
- Computer Skills. Successful completion of an introduction to computers course OR demonstrated familiarity with computer (if you use computers regularly include a letter with your application, detailing the systems and programs you use and know), of this work in your application, detailing the systems and programs you use and know.

* NOTE: If you do not meet the pre-requisites, please contact Student Affairs Nanaimo Campus: 250.740.6276 or Cowichan Campus 250.746.3509 to arrange your assessment (Math, English, and/or Keyboarding).

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