



VANCOUVER ISLAND  
UNIVERSITY

## Hospital Unit Coordinator Certificate Program

### Personal Suitability Checklist

The role of the Hospital Unit Coordinator is extremely demanding and equally rewarding. If you are considering training for this exciting career, this checklist can help you consider whether it's the right choice for you.

The following lists some of the characteristics and attributes that typically fit well with the work-life and demands of a Hospital Unit Coordinator\*.

- I enjoy working with and helping people.
- I enjoy working in a busy, fast-paced environment.
- I have a sincere concern for the welfare of others.
- I can efficiently and calmly manage many different things at the same time.
- I can maintain a high level of productivity.
- I am very organized.
- My work is accurate and thorough.
- I am self-motivated and able to work independently.
- I have excellent verbal and written communication skills.
- I am comfortable with learning to use relevant technology and can adapt readily to changes and updates.
- I am able to maintain confidentiality.
- I am prepared for shift-work.
- I pay close attention to detail.
- I am reliable and dependable.
- I follow instructions and procedures effectively and accurately.
- I listen receptively to feedback.
- I ask for directions with regard to new tasks and am not afraid to ask questions when in doubt.
- I have strong diplomacy skills.
- I am able to coordinate and anticipate tasks and work in a self-directed manner.
- I am able to work under close direction as part of a multidisciplinary team.
- I am patient and composed in stressful situations.
- I take initiative, accept responsibility and adapt easily to change.

\*Note: This role is also known as Ward Clerk, Hospital Unit Clerk, and Nursing Unit Assistant.