

Nursing Unit Clerk

CONTINUING STUDIES CERTIFICATE

Why study to become a nursing unit clerk?

A nursing unit clerk is at the hub of a busy nursing unit. This is the person who can answer questions, give directions, and provide information. It's a busy job, set on the sometimes hectic ward, and demands the skills of a personable multi-tasker. It can be demanding, rewarding, and exciting.

WHY EARN MY NURSING UNIT CLERK CERTIFICATE AT UFV?

UFV's certificate program will teach you a number of skills to allow you to work in the demanding position of nursing unit clerk successfully. You will learn how to communicate effectively with patients, visitors, and other members of the health care team. You'll learn how to function in a fast-paced environment, process doctor's orders and instructions, perform clerical duties that relate to the overall care of the patient, and gain a working knowledge of a hospital or health care setting's code of ethics.

UFV has been offering high-quality lifelong education options to Fraser Valley residents since 1974. Our Continuing Studies instructors work with other UFV departments to develop certificates and short courses related to our academic specialties.



“It was really easy to get a job after the program was over. I currently have two casual positions and a few days ago received a temporary part-time position for four months on weekends. It's great!”

— STEPHANIE JANZEN,
2006 graduate.

Nursing Unit Clerk



“The training I received during the Nursing Unit Clerk program was excellent. It totally prepared me for my current position. I wish I had heard about the program years ago. I would definitely recommend it. The instructors were excellent and I am happy to say that one of them is now a colleague. ”

— ANN MAGNUS, 2006 graduate.

WHAT DO I NEED TO GET IN?

As a candidate for this program, you must meet the following requirements:

1. High school graduation or equivalent (attach proof to application).
2. Must meet UFV’s English Language Continuance Proficiency Policy, or successfully complete prerequisites for Engl 105 or CMNS 125/155.
3. Introductory computer course or equivalent experience (attach proof of same to application).
4. 30 wpm typing speed, certified. (attach copy of certificate to application).
5. A 500-word statement outlining your reasons for wanting to take the program and your understanding of the role of a Nursing Unit Clerk. (attach statement to application)
6. Successful interview with the instructor(s).
7. Personal suitability — recommended skills and attributes:
 - patience and composure under stress
 - concern for the welfare of others
 - previous hospital experience
 - ability to work under close direction as part of a health care team
 - ability and willingness to do shift work
 - communication and people skills.

8. Willingness to undergo a criminal record check.
9. Willingness to obtain inoculations to participate in hospital practicum placement.

ARE THERE OPPORTUNITIES FOR PRACTICAL EXPERIENCES?

Yes, there is a practicum component which must be taken immediately following the theory modules. You must successfully complete the theory components before you can be assigned a practicum placement.

WHO WILL BE TEACHING ME?

Who knows more about life on a busy hospital ward than those who have worked on the floor? Not only do our instructors have high academic qualifications, but they are also current, successful practitioners of the ideas they will be sharing with you. They are committed teachers who are passionate about communicating their knowledge and cultivating enthusiasm in their students.

CAN I TAKE THIS PROGRAM PART-TIME?

Yes. This program is designed to allow you to continue with your other commitments while working to improve your career. Most of the classes take place weekday evenings and some Saturdays. The part-time program begins in winter, breaks for the summer, resumes in the fall, and concludes with the practicum starting the following spring/summer.

There is also a full-time option that runs Monday to Friday and some Saturdays. The full-time program begins in fall, with a Christmas break, and the practicum begins in spring.

Whether you plan to study full- or part-time, this program can have a heavy workload and you should be prepared to participate in all the classroom activities, spend time on appropriate research, and budget six to twelve hours per week to study and prepare your assignments outside of class.

WHAT KIND OF COURSES WILL I TAKE?

Here's a brief outline of our program:

COURSE #	TITLE	HOURS
HLTH NC00	Medical Terminology	45
HLTH NC01	Communication Skills	30
HLTH NC02	Patient Chart Records	15
HLTH NC03	Admissions/Transfers/Discharges	27
HLTH NC04	Pharmacology Medication Orders	30
HLTH NC05	Pharmacology Medication Orders	40
HLTH NC06	Diagnostic Orders	36
HLTH NC07	Laboratory Orders	48
HLTH NC08	Surgical Orders	36
HLTH NC09	Therapeutic Orders	33
HLTH NC11	Hospital Practices	24
HLTH NC10	Nursing Unit Clerk Clinical	150

*SUBJECT TO BOARD APPROVAL, A 36-HOUR MEDICAL IMAGING MODULE WILL BE ADDED TO THE NURSING UNIT CLERK PROGRAM, EFFECTIVE JANUARY 2010.

Please check with the Continuing Studies department at 1-888-504-7441 local 4626 or 604-851-6324., or go to www.ufv.ca/cs to make sure you have the most up-to-date information.

HOW WILL I BE EVALUATED?

You will receive a grade mark for each module in the program on classroom participation, assignments, study projects, clinical placement and examination results. You must achieve an 80 percent grade and attendance of 90 percent in each module before being assigned a clinical placement.

Letter grades are awarded and official parchments are issued upon completion of the entire program.

HOW MUCH DOES IT COST?

Course fees for the nursing unit clerk program are \$5,500, and are subject to change. Books, supplies, and other fees are not included in that estimate.

You may be eligible for the student loan program. To find out more, visit the UFV Financial Aid and Awards office, which facilitates the disbursement each year of about \$12 million in federal and provincial student loans, grants, bursaries, scholarships, and awards to UFV students.

A helpful budget planning worksheet is available online at www.ufv.ca/fineaid/budget .

*Please note that subject to board approval a 36-hour Medical Imaging module will be added to the Nursing Unit Clerk program, effective January 2010. This will result in an increase in tuition. Please or contact the department for more information.

WHEN SHOULD I APPLY?

The full-time program begins in September and your complete application should be received by March 30 of that year.

The part-time program begins in January and your complete application should be received by August 31 of the previous year.

Applications received after these deadlines will be considered if space is still available in the upcoming program.

CAN I GET ACADEMIC CREDIT FOR THE SKILLS AND KNOWLEDGE THAT I HAVE GAINED IN MY LIFE SO FAR?

Yes. UFV offers Prior Learning Assessment and Recognition (PLAR), a flexible assessment process that evaluates your experiential learning (what you already know and can do) for post-secondary credit.

Experiential learning includes independent study, volunteer activities, non-credit courses, workplace learning, and military service. To find out more, check out the PLAR website at www.ufv.ca/plar or contact Susan Brown, Assessment Services Coordinator, PLAR at 604.851.6342 or susan.brown@ufv.ca.

SOUNDS GREAT. WHAT DO I DO NEXT?

It's best to check out UFV's Continuing Studies website at www.ufv.ca/cs and read the Nursing Unit Clerk section carefully. From our website you can learn more about the certificate program and download the application forms. No application fee is required. Attach all required documentation and then submit the completed application package to the Continuing Studies department. As soon as we receive your complete application, you will be contacted for an interview with the instructors. Once you have been accepted into the program, you may register. Fees are due at that time.

CAN I SPEAK WITH SOMEONE ABOUT MY OPTIONS?

Absolutely! We want to hear from you. If you're unsure of your direction, contact Heather Chapman at the Continuing Studies department at 1-888-504-7441 local 4626 or 604-851-6324.

Or go to www.ufv.ca/cs to get more information.

In addition to a selection of Continuing Studies courses and certificate programs, UFV offers master's, bachelor's, and associate degree programs as well as diplomas, trades certification, and other speciality certificate programs. For more information about programs at UFV please visit www.ufv.ca. You may then be interested in contacting Student Services at 1-888-504-7441 to arrange a tour, attend a Becoming a Student info session, connect with an educational advisor, or arrange for career counselling.



The information contained in this document is subject to change. Please refer to www.ufv.ca/cs for up-to-date information. UFV reserves the right to cancel courses and programs.



About UFV

Nestled in the beautiful Fraser Valley just east of Vancouver, in B.C., UFV is a fully accredited, public university that enrolls more than 11,000 students each year. UFV has campuses in Abbotsford, Chilliwack, and Mission and regional centres in Hope and Agassiz, and a growing presence in Chandigarh, India.

UFV is committed to exceptional post-secondary instruction and a nurturing learning environment. We are large enough to offer variety, yet small enough to offer the personal attention that our students need to thrive. Our small class sizes and focus on teaching allow our students to get to know their instructors and learn in a hands-on setting.

We offer more than 80 programs, including 13 bachelor's degrees, a master's degree, and more than a dozen trades and technology programs. We believe that anyone who wants to go to university should be given the chance, so our admission policies are flexible, and we provide university prep courses and high school completion options. There are many options for learning: full-time, in class, online, as part of a structured program or one tailored specifically to your interests.

Many of our programs "ladder" into one another, allowing students to keep their options open. Our international programming makes for a culturally diverse student body and great opportunities to study abroad, while our continuing studies offerings make learning a lifelong experience.

UFV is recognized nationally for student success, an excellent learning environment, creative integration of programming, and our work with our local communities.

Get to know us better at www.ufv.ca.

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