

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

<b>Course Code and Number:</b> HLTH NC02	<b>Number of Credits:</b> 0 <a href="#">Course credit policy (105)</a>														
<b>Course Full Title:</b> Unit Clerk Fundamentals															
<b>Course Short Title:</b> (Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)															
<b>Faculty:</b> Faculty of Access and Continuing Education	<b>Department (or program if no department):</b> Continuing Education														
<b>Calendar Description:</b> Focuses on the departments and nursing units within a hospital, roles of professionals, and medical/legal implications within the healthcare system. Students explore Indigenous ways of knowing and being within health care, types and classifications of orders, and the required steps and processing of components.															
<b>Prerequisites (or NONE):</b>	None.														
<b>Corequisites (if applicable, or NONE):</b>	None.														
<b>Pre/corequisites (if applicable, or NONE):</b>	A- or better in HLTH NC01.														
<b>Antirequisite Courses</b> (Cannot be taken for additional credit.) Former course code/number: Cross-listed with: Dual-listed with: Equivalent course(s): (If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)	<b>Special Topics</b> (Double-click on boxes to select.) This course is offered with different topics: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (If yes, topic will be recorded when offered.)														
	<b>Independent Study</b> If offered as an Independent Study course, this course may be repeated for further credit: (If yes, topic will be recorded.) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit														
	<b>Transfer Credit</b> Transfer credit already exists: (See <a href="#">bctransferguide.ca</a> .) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Submit outline for (re)articulation: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (If yes, fill in transfer credit form.)														
<b>Typical Structure of Instructional Hours</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Lecture/seminar hours</td> <td style="text-align: center;">18</td> </tr> <tr> <td>Tutorials/workshops</td> <td></td> </tr> <tr> <td>Supervised laboratory hours</td> <td></td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Supervised online activities</td> <td style="text-align: center;">7</td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td style="text-align: right;"><b>Total hours</b></td> <td style="text-align: center;"><b>25</b></td> </tr> </table>	Lecture/seminar hours	18	Tutorials/workshops		Supervised laboratory hours		Experiential (field experience, practicum, internship, etc.)		Supervised online activities	7	Other contact hours:		<b>Total hours</b>	<b>25</b>	<b>Grading System</b> <input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit
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<b>Total hours</b>	<b>25</b>														
<b>Maximum enrolment (for information only):</b> 24 <b>Expected Frequency of Course Offerings:</b> Once or twice per year (Every semester, Fall only, annually, etc.)															
<b>Department / Program Head or Director:</b> Liana Thompson	<b>Date approved:</b> January 4, 2019														
<b>Faculty Council approval</b>	<b>Date approved:</b> January 11, 2019														
<b>Dean/Associate VP:</b> Sue Brigden	<b>Date approved:</b> January 11, 2019														
<b>Campus-Wide Consultation (CWC)</b>	<b>Date of posting:</b> April 19, 2019														
<b>Undergraduate Education Committee (UEC) approval</b>	<b>Date of meeting:</b> April 26, 2019														

**Learning Outcomes:**

Upon successful completion of this course, students will be able to:

- Explain the role of a Nursing Unit Clerk
- Identify the various departments and nursing units within a hospital
- Describe the roles of various medical staff and other healthcare professionals
- Identify the components of an order
- Use the correct procedure to process an order accurately and in a timely manner
- Explain the medical/legal considerations in healthcare as they relate to the work of a NUC
- Describe Indigenous ways of knowing and worldviews within the healthcare system
- Demonstrate speed and accuracy in keyboarding
- Demonstrate professionalism in the classroom environment through attendance, communication, interpersonal relationships, collaboration, and teamwork

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods** *(Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.)*

Combination of lectures, discussion groups, practical and reflective exercises.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials** *(If more space is required, download Supplemental Texts and Resource Materials form.)*

Author (surname, initials)	Title (article, book, journal, etc.)	Current ed.	Publisher	Year
1.	Nursing Unit Clerk Course Pack	<input type="checkbox"/>		
2.		<input type="checkbox"/>		
3.		<input type="checkbox"/>		
4.		<input type="checkbox"/>		
5.		<input type="checkbox"/>		

**Required Additional Supplies and Materials** *(Software, hardware, tools, specialized clothing, etc.)***Typical Evaluation Methods and Weighting**

Final exam:	%	Assignments:	20%	Field experience:	%	Professionalism:	10%
Midterm exam:	%	Group Project:	20%	Practicum:	%	Reflective Journals:	30%
Quizzes/tests:	20%	Lab work:	%	Shop work:	%	Total:	100%

**Details (if necessary):****Typical Course Content and Topics**

- Roles of various hospital departments, including dietary, rehabilitation, occupational therapy, physical therapy, speech and language, infection control, and social work
- Hospital departments and nursing units
- Role of the nursing unit clerk, nursing team
- Purpose and components of a prescriber's order, including classification and type of prescribed orders
- Protocols for transcribing orders, including steps used with transcribing orders, forms used, transcribing symbols, and signing off on orders
- Medical/legal implications within the healthcare system
- Indigenous ways of knowing, being, and worldviews within the healthcare system
- Keyboarding – speed and accuracy