



UNDERGRADUATE EDUCATION COMMITTEE (UEC) MEETING
April 26, 2019 - 10:00 AM
A310

AGENDA

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Page

**1. APPROVAL OF THE AGENDA**

**1.1.**

**2. APPROVAL OF UEC MINUTES**

4 - 7

**2.1. UEC draft minutes: March 29, 2019**

**3. COURSES AND PROGRAMS**

8 - 9

**3.1. Child, Youth, and Family Studies: Course outline**

Revised learning outcomes: CYC 395

MOTION: To approve the revised learning outcomes for CYC 395 as presented.

10 -  
16

**3.2. Geography: Course outlines**

New course: GEOG 316, Geography of Food II: Fermentation

New course: GEOG 481, Directed Readings

Discontinuation: GEOG 101, 102, 131, 211, 250, 270

MOTION: To approve the GEOG 316 and 481 course outlines as presented.

MOTION: To approve the discontinuation of GEOG 101, 102, 131, 211, 250, and 270 as presented.

17 -  
64

**3.3. Continuing Education: Course changes**

Review with changes including title and total hours: HLTH NC01

Review with changes including title, prerequisites, and total hours: HLTH NC02, NC03, NC04, NC05, NC06, NC07, NC08, NC09, NC10, NC11, NC12

MOTION: To approve the HLTH NC course outlines as presented.

65 -  
75

**3.4. Continuing Education: Program changes**

Page

Change to program and entrance requirements: Nursing Unit Clerk certificate

MOTION: To recommend the changes to the Nursing Unit Clerk program and entrance requirements as presented, effective September 2019.

76 - **3.5. Chemistry: Course outline**

79 New course: CHEM 499, Honours Research and Thesis in Chemistry

MOTION: To approve the new CHEM 499 course outline as presented.

80 **3.6. Chemistry: New program**

New program: Chemistry Honours

MOTION: To recommend the Chemistry Honours as presented.

81 **3.7. Philosophy: Course discontinuation**

Discontinuation: PHIL 370

MOTION: To approve the discontinuation of PHIL 370 as presented.

82 - **3.8. Philosophy: Program changes**

87 Change to program requirements: Philosophy major

MOTION: To approve the changes to the Philosophy major as presented, effective January 2020.

88 - **3.9. Biology: Course discontinuations**

91 Discontinuation: BIO 270/CRIM 270, BIO 470/CRIM 470

MOTION: To approve the discontinuation of BIO 270/CRIM 270 and BIO 470/CRIM 470 as presented.

92 - **3.10. Arts: Course discontinuations**

93 Discontinuation: FD 113, 115, 163, 164, 171, 172, 174, 180, 182, 192, 193, 263, 271, 281, 283, 290, 291, 292, 296, 297, 298, 320, 345, 360, 364, 371, 382, 384, 390, 396, 397, 398

Discontinuation: LING 270, 275

MOTION: To approve the discontinuation of the FD courses as presented.

MOTION: To approve the discontinuation of LING 270 and 275 as presented.

**4. OTHER BUSINESS/DISCUSSION ITEMS**

94 - **4.1. Changes relating to B.C. High School curriculum changes**

104 MOTION: That UEC approve the changes in course prerequisites as presented.

Page

MOTION: That UEC approve the List of Approved Courses as presented.

MOTION: That UEC approve the changes to University Admission requirements as presented.

105 -  
106

**4.2. UEC Terms of Reference**

**4.3. Admissions Subcommittee report**

**4.4. Transfer Credit Subcommittee report**

**4.5. Policy Subcommittee report**

**4.6. Senate report**

**5. INFORMATION ITEMS**

**5.1. Minor course changes** (outlines will be available at  
[www.ufv.ca/calendar/courseoutlines](http://www.ufv.ca/calendar/courseoutlines))

AH 230

BIO 350

VA 283

**6. ADJOURNMENT**



## **UNDERGRADUATE EDUCATION COMMITTEE (UEC) MEETING**

March 29, 2019  
10:00 AM - A225  
Abbotsford Campus

### **DRAFT MINUTES**

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**PRESENT:** Adrianna Bakos, Sue Brigden, Heather Compeau, Peter Geller, Shirley Hardman, Everett Igobwa, David Johnston, Gilmour Jope, Bruce Kirkley, Elaine Newman, Samantha Pattridge, Teresa Piper, Kirsten Robertson, Eric Spalding, and Ben Vanderlei  
**ABSENT:** Donna Alary, Courtney Boisvert, Rajdeep Dhaliwal, Vlad Dvoracek, Ceilidh Hart, Bobby Jaswal, Esther Jimenez Atochero, Amber Johnston, and David McGuire  
**GUESTS:** Sarah Graham, Michael Maschek, Marlene Murray, Christine Slavik, Nadia Tudhope, and Melissa Walter  
**RECORDER:** Amanda Grimson

#### **1. APPROVAL OF THE AGENDA**

#### **2. APPROVAL OF UEC MINUTES**

##### **2.1. UEC draft minutes: March 1, 2019**

**MOTION:**

To approve the draft minutes as presented.

CARRIED

#### **3. COURSES AND PROGRAMS**

##### **3.1. English: Course outlines**

Changes including prerequisites: ENGL 208, 211, 212, 213, 215

There was concern over the 25% "workshop participation" for ENGL 208, as participation is often difficult to evaluate. M. Walter (English department head) indicated that this could be changed to "workshop activities", and that the components of a creative writing workshop are well understood within the discipline. Instructors should already have a rubric for how this is evaluated.

**MOTION:**

To approve the ENGL course outlines as amended:

- ENGL 208 evaluation: "workshop participation" will be changed to "workshop activities", and additional details will be removed.
- ENGL 211, 212, and 213, learning outcome #4: "Access and employ" will be changed to "Employ".

##### **3.2. English: Program changes**

Change to program requirements: English Honours, Creative Writing

Change to program requirements: English major, Creative Writing concentration

Change to program requirements: Creative Writing extended minor

Change to program requirements: Creative Writing minor

**MOTION:**

To approve the changes to the English Honours Creative Writing, English major Creative Writing concentration, Creative Writing extended minor, and Creative Writing minor program requirements as presented, effective September 2019.  
CARRIED

**3.3. Theatre: Course outlines**

Review with changes including title and prerequisites: THEA 360, 401

**MOTION:**

To approve the THEA course outlines as presented.  
CARRIED

**3.4. Arts: Program changes**

Changes to program requirements: Associate of Arts general, Media and Communications, and Theatre options

**MOTION:**

To approve the changes to the Associate of Arts general, Media and Communications, and Theatre options as presented, effective September 2019.  
CARRIED

**3.5. Child, Youth, and Family Studies: Course outlines**

Changes to prerequisites: CYC 167, 168, 210, 220, 395

Review with changes including prerequisites: CYC 310

Review with changes including prerequisites and total hours: CYC 402, 410, 411

Discontinuation: CYC 394

CYC 395: learning outcomes should be written in a way that describes what the students are able to do upon successful completion, such as "advise youth..." This should not delay approval of the proposed prerequisite changes, but the department was asked to review the learning outcomes for this course and submit revisions to UEC within six months.

**MOTION:**

To approve the revised CYC course outlines as amended:

- CYC 168 evaluation: assignments will be changed to 70%, and the three detailed assignments will be removed
- CYC 395 should be returned to UEC within six months with revised learning outcomes
- CYC 402 evaluation: repeated details will be removed

CARRIED

**MOTION:**

To approve the discontinuation of CYC 394 as presented.  
CARRIED

**3.6. Child, Youth, and Family Studies: Program changes**

Change to program requirements: Bachelor of Arts in Child and Youth Care

Change to program requirements: Certificate in Extended Studies in Child and Youth Care: Child Protection specialization

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29 Mar 2019

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The requirements for the Child Protection specialization appears to add up to less than 120 credits. The calendar language will be adjusted to correct this.

It was noted that the Extended Studies certificate framework was discontinued when the Subsequent and Concurrent Bachelor Degree policy (98) was created. Most other extended studies certificates have already been discontinued.

**MOTION:**

To approve the changes to the Bachelor of Arts in Child and Youth Care program requirements as amended, effective September 2019:

- Child Protection specialization program requirements:
  - #3 changed from "Eight relevant elective courses..." to "Relevant elective credits..."
  - Addition of #4, "120 credits, including at least 48 upper-level credits."

CARRIED

**MOTION:**

To approve the changes to the Certificate in Extended Studies in Child and Youth Care: Child Protection specialization program requirements as presented, effective September 2019, as a temporary measure pending discontinuation of this program as per policy 98.

CARRIED

**3.7. Economics: Course outlines**

New course: ECON 299, Selected Topics in Economics

New course: ECON 499, Selected Topics in Economics

**MOTION:**

To approve the new ECON course outlines as presented.

CARRIED

**3.8. Physics: Course outlines**

Review with changes including prerequisites: PHYS 101

Discontinuation: ENPH 360

Discontinuation: PHYS 484, 485

**MOTION:**

To approve the PHYS 101 course outline as presented.

CARRIED

**MOTION:**

To approve the discontinuation of ENPH 360 as presented.

CARRIED

**MOTION:**

To approve the discontinuation of PHYS 484 and 485 as presented.

CARRIED

**3.9. Communications**

Discontinuation: CAP 110, 130

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29 Mar 2019

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**MOTION:**

To approve the discontinuation of CAP 110 and 130 as presented.  
CARRIED

**4. OTHER BUSINESS/DISCUSSION ITEMS**

**4.1. Changes relating to B.C. High School curriculum changes**

Registrar D. Johnston circulated a proposal for suggested changes resulting from the changes to the high school curriculum. These will come to UEC next month for decision.

**4.2. Admissions Subcommittee report**

**4.3. Transfer Credit Subcommittee report**

**4.4. Policy Subcommittee report**

**4.5. Senate report**

**5. INFORMATION ITEMS**

**5.1. Minor course changes** (outlines will be available at  
[www.ufv.ca/calendar/courseoutlines](http://www.ufv.ca/calendar/courseoutlines))  
PHYS 312, 412

**5.2. Correction**  
Credits: DMFG 201

**5.3. New calendar copy template for new minors**

**5.4. Program suspensions and discontinuations**  
Renewal of suspension: Substance Abuse Counselling certificate  
Discontinuation: Aviation diploma (one-year program)  
Discontinuation: Family Child Care certificate  
Discontinuation: Graduate certificate in Teacher Leadership and Mentorship

**6. ADJOURNMENT**

The meeting was adjourned at 11:41 am.



**ORIGINAL COURSE IMPLEMENTATION DATE:** September 2017  
**REVISED COURSE IMPLEMENTATION DATE:** September 2019  
**COURSE TO BE REVIEWED** (six years after UEC approval): February 2023  
**Course outline form version:** 05/18/2018

## 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> CYC 395                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                       |    |                     |    |                             |  |                                                              |  |                              |  |                                             |    |                    |           |
| <b>Course Full Title:</b> Developing Healthy Relationships in Child and Youth Care<br><b>Course Short Title:</b> Healthy Relationships in CYC<br><i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                       |    |                     |    |                             |  |                                                              |  |                              |  |                                             |    |                    |           |
| <b>Faculty:</b> Faculty of Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Department (or program if no department):</b> CYFS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                       |    |                     |    |                             |  |                                                              |  |                              |  |                                             |    |                    |           |
| <b>Calendar Description:</b><br>Addresses issues of safety in all human relations, and guides students in psychoeducational strategies to help young people to learn how to choose friends, dates, and intimate partners, inclusive of diverse constructs of relationships.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                       |    |                     |    |                             |  |                                                              |  |                              |  |                                             |    |                    |           |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Admission to the Bachelor of Arts in Child and Youth Care, or department head's permission.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                       |    |                     |    |                             |  |                                                              |  |                              |  |                                             |    |                    |           |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                       |    |                     |    |                             |  |                                                              |  |                              |  |                                             |    |                    |           |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                       |    |                     |    |                             |  |                                                              |  |                              |  |                                             |    |                    |           |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(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.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i><br><br><b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><br><b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="http://bctransferguide.ca">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i><br><br><b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit<br><br><b>Maximum enrolment (for information only):</b> 24<br><b>Expected Frequency of Course Offerings:</b><br>annually <i>(Every semester, Fall only, annually, etc.)</i> |                       |    |                     |    |                             |  |                                                              |  |                              |  |                                             |    |                    |           |
| <b>Typical Structure of Instructional Hours</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td>Lecture/seminar hours</td> <td style="text-align: center;">14</td> </tr> <tr> <td>Tutorials/workshops</td> <td style="text-align: center;">21</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></td> </tr> <tr> <td>Other contact hours: field experience hours</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: right;"><b>Total hours</b></td> <td style="text-align: center;"><b>45</b></td> </tr> </table> Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Lecture/seminar hours | 14 | Tutorials/workshops | 21 | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: field experience hours | 10 | <b>Total hours</b> | <b>45</b> |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 14                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                       |    |                     |    |                             |  |                                                              |  |                              |  |                                             |    |                    |           |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 21                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                       |    |                     |    |                             |  |                                                              |  |                              |  |                                             |    |                    |           |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                       |    |                     |    |                             |  |                                                              |  |                              |  |                                             |    |                    |           |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                       |    |                     |    |                             |  |                                                              |  |                              |  |                                             |    |                    |           |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                       |    |                     |    |                             |  |                                                              |  |                              |  |                                             |    |                    |           |
| Other contact hours: field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 10                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                       |    |                     |    |                             |  |                                                              |  |                              |  |                                             |    |                    |           |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>45</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                       |    |                     |    |                             |  |                                                              |  |                              |  |                                             |    |                    |           |
| <b>Department / Program Head or Director:</b> Christine Slavik                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Date approved:</b> September 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                       |    |                     |    |                             |  |                                                              |  |                              |  |                                             |    |                    |           |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Date approved:</b> October 12, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                       |    |                     |    |                             |  |                                                              |  |                              |  |                                             |    |                    |           |
| <b>Dean/Associate VP:</b> Dr. Tracy Ryder Glass                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Date approved:</b> October 12, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                       |    |                     |    |                             |  |                                                              |  |                              |  |                                             |    |                    |           |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Date of posting:</b> February 22, 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                       |    |                     |    |                             |  |                                                              |  |                              |  |                                             |    |                    |           |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Date of meeting:</b> April 26, 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                       |    |                     |    |                             |  |                                                              |  |                              |  |                                             |    |                    |           |



CYC 395

University of the Fraser Valley Official Undergraduate Course Outline

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## Learning Outcomes:

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

- Determine their role and responsibility in a human relationship.
- Describe how to choose friends with intention.
- Identify the warning signs of an unsafe relationship.
- Describe comfort level and expectations regarding intimacy and sexuality.
- Decide on boundaries for relationships in their lives.
- Explain modern dating.
- Assess desirable characteristics of intimate partners.

## 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.*)

Lectures, presentations, interviews, workshops, small group work

**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. Miller, R                                                              | Intimate Relationships                                      | <input type="checkbox"/>   | McGraw Hill Education | 2014 |
| 2. Gottman, J & Silver N                                                  | What Makes Love Last? How to Build Trust and Avoid Betrayal | <input type="checkbox"/>   | Simon & Schuster      | 2012 |
| 3. Bern, E                                                                | Games People Play: The Psychology of Human Relationships    | <input type="checkbox"/>   | Ballantine            | 2010 |
| 4. Gazda, G & Asbury, F & Balzer, F & Childers W & Phelps, R & Walters, R | Human Relationship Development: A Manual for Educators      | 6 <input type="checkbox"/> |                       |      |
| 5. Lane, T & Tripp, P                                                     | Relationships: A Mess Worth Making                          | <input type="checkbox"/>   | New Growth Press      | 2007 |

## Required Additional Supplies and Materials (*Software, hardware, tools, specialized clothing, etc.*)

## Typical Evaluation Methods and Weighting

|                |     |              |     |                   |   |            |      |
|----------------|-----|--------------|-----|-------------------|---|------------|------|
| Final exam:    | %   | Assignments: | 40% | Field experience: | % | Portfolio: | %    |
| Midterm exam:  | %   | Project:     | %   | Practicum:        | % | Other:     | %    |
| Quizzes/tests: | 25% | Lab work:    | 35% | Shop work:        | % | Total:     | 100% |

## Details (if necessary):

## Typical Course Content and Topics

- Communication
- Conflict
- Friends and friendship
- Dating
- Sexuality
- Love and romance
- Stressors: money/time/kids
- Marriage: "till death us do part" and other ideas
- Power/control/manipulation
- Dependence/co-dependence
- Endings: separation, divorce, and death

**Memo for Course Changes**

To: UEC

From: Claire Hay, Department Head, Geography and the Environment

Date: 30 January 2019

**Subject: Proposal for revision of GEOG 270 Field Techniques in Geography and the Environment**

1. Summary of changes (select all that apply):

- ☐ Six-year review
- ☐ Number and/or course code
- ☐ Credits and/or total hours
- ☐ Title
- ☐ Calendar description
- ☐ Prerequisites and/or co-requisites
- ☐ Frequency of course offering
- ☐ Learning outcomes
- ☐ Delivery methods and/or texts and resource materials
- ☐ PLAR options, grading system, and/or evaluation methods
- ☒ Discontinuation of course
- ☐ Other – Please specify:

2. Rationale for change: **This course is being discontinued as it is rarely offered. This course has been used sporadically for lower-level students completing study tours. The department recognizes that as study tours are directed at upper level students, this course is no longer needed.**

3. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs? **NA**

4. Which program areas have been consulted about the change(s)? **Geography**

**Memo for Course Changes**

To: UEC

From: Claire Hay, Department Head, Geography and the Environment

Date: 30 January 2019

**Subject: Proposal for revision of GEOG 101 Weather and Climate**

1. Summary of changes (select all that apply):

- ☐ Six-year review
- ☐ Number and/or course code
- ☐ Credits and/or total hours
- ☐ Title
- ☐ Calendar description
- ☐ Prerequisites and/or co-requisites
- ☐ Frequency of course offering
- ☐ Learning outcomes
- ☐ Delivery methods and/or texts and resource materials
- ☐ PLAR options, grading system, and/or evaluation methods
- ☒ Discontinuation of course
- ☐ Other – Please specify:

2. Rationale for change: **This course is being discontinued as it is no longer offered. It was replaced by GEOG 103.**

3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s): NA

4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs? **NA**

5. Which program areas have been consulted about the change(s)? NA

6. What consideration has been given to indigenizing the curriculum? NA

7. If this course is not eligible for PLAR, explain why: NA

8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area: NA

- a. Credit value
- b. Class size limit
- c. Frequency of offering
- d. Resources required (labs, equipment)

9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? NA

10. Estimate of the typical costs for this course, including textbooks and other materials: NA

**Memo for Course Changes**

To: UEC

From: Claire Hay, Department Head, Geography and the Environment

Date: 30 January 2019

**Subject: Proposal for revision of GEOG 102 Evolution of the Earth's Surface**

1. Summary of changes (select all that apply):

- ☐ Six-year review
- ☐ Number and/or course code
- ☐ Credits and/or total hours
- ☐ Title
- ☐ Calendar description
- ☐ Prerequisites and/or co-requisites
- ☐ Frequency of course offering
- ☐ Learning outcomes
- ☐ Delivery methods and/or texts and resource materials
- ☐ PLAR options, grading system, and/or evaluation methods
- ☒ Discontinuation of course
- ☐ Other – Please specify:

2. Rationale for change: **The course is no longer offered as it was replaced by GEOG 103.**

3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s): NA

4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs? **NA**

5. Which program areas have been consulted about the change(s)? NA

6. What consideration has been given to indigenizing the curriculum? NA

7. If this course is not eligible for PLAR, explain why: NA

8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area: NA

- a. Credit value
- b. Class size limit
- c. Frequency of offering
- d. Resources required (labs, equipment)

9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? NA

10. Estimate of the typical costs for this course, including textbooks and other materials: NA

**Memo for Course Changes**

To: UEC

From: Claire Hay, Department Head, Geography and the Environment

Date: 30 January 2019

**Subject: Proposal for revision of GEOG 211 Environmental Science**

1. Summary of changes (select all that apply):

- ☐ Six-year review
- ☐ Number and/or course code
- ☐ Credits and/or total hours
- ☐ Title
- ☐ Calendar description
- ☐ Prerequisites and/or co-requisites
- ☐ Frequency of course offering
- ☐ Learning outcomes
- ☐ Delivery methods and/or texts and resource materials
- ☐ PLAR options, grading system, and/or evaluation methods
- ☒ Discontinuation of course
- ☐ Other – Please specify:

2. Rationale for change: **This course is being discontinued as has been replaced by GEOG 111. This course is required for the BA major in Geography (Environmental Science concentration) which is also being discontinued. Other courses (GEOG 257) exist for students who will remain in this concentration until graduation. It is also a required option (GEOG 211 or GEOG 257) in the BSc major in Physical Geography and BSc Honours in Physical Geography which will be updated accordingly.**

3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s): NA
4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs? **NA**
5. Which program areas have been consulted about the change(s)? NA
6. What consideration has been given to indigenizing the curriculum? NA
7. If this course is not eligible for PLAR, explain why: NA
8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area: NA
- a. Credit value
  - b. Class size limit
  - c. Frequency of offering

- d. Resources required (labs, equipment)
- 9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? NA
- 10. Estimate of the typical costs for this course, including textbooks and other materials: NA

**Memo for Course Changes**

To: UEC

From: Claire Hay, Department Head, Geography and the Environment

Date: 20 February 2019

**Subject: Proposal for revision of GEOG 131 British Columbia**

1. Summary of changes (select all that apply):

- ☐ Six-year review
- ☐ Number and/or course code
- ☐ Credits and/or total hours
- ☐ Title
- ☐ Calendar description
- ☐ Prerequisites and/or co-requisites
- ☐ Frequency of course offering
- ☐ Learning outcomes
- ☐ Delivery methods and/or texts and resource materials
- ☐ PLAR options, grading system, and/or evaluation methods
- ☒ Discontinuation of course
- ☐ Other – Please specify:

2. Rationale for change: **The department is reducing the number of lower-level courses offered as suggested in our program review.**

3. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs? **This course is utilized by students planning on applying for PDP or BEd programs. GATE continues to offer multiple sections of GEOG 130 Canada which also meets the appropriate requirement for these programs. Additional sections of GEOG 130 will be offered to replace GEOG 131. The Dean of Arts Office was consulted with respect to the impact on the BA.**

4. Which program areas have been consulted about the change(s)? **Geography**

**Memo for Course Changes**

To: UEC

From: Claire Hay, Department Head, Geography and the Environment

Date: 30 January 2019

**Subject: Proposal for revision of GEOG 250 Geographic Skills for the Workplace**

1. Summary of changes (select all that apply):

- ☐ Six-year review
- ☐ Number and/or course code
- ☐ Credits and/or total hours
- ☐ Title
- ☐ Calendar description
- ☐ Prerequisites and/or co-requisites
- ☐ Frequency of course offering
- ☐ Learning outcomes
- ☐ Delivery methods and/or texts and resource materials
- ☐ PLAR options, grading system, and/or evaluation methods
- ☒ Discontinuation of course
- ☐ Other – Please specify:

2. Rationale for change: **This course is being discontinued as has not been offered once in 10 years. It has also been recognized by UEC as a stale course. It is not included in any GATE programs.**

3. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs? **NA**

4. Which program areas have been consulted about the change(s)? **Geography**



**Memo for Course Changes – HLTH NC01 Communications Skills for Nursing Unit Clerks (Proposed Name: Professionalism and Communication)**

To: UEC

From: Susan Francis – Manager, Continuing Education

Date: November 30, 2018

**Subject: Proposal for revisions of Nursing Unit Clerk Certificate – Communications Skills for Nursing Unit Clerks (Proposed Name: Professionalism and Communication - HLTH NC01)**

(Summary of changes (select all that apply): [check appropriate boxes below])

- ☒ **Six-year review**
- ☒ **Number and/or course code**
- ☒ **Credits and/or total hours**
- ☒ **Title**
- ☒ **Calendar description**
- ☒ **Prerequisites and/or co-requisites**
- ☐ **Frequency of course offering**
- ☒ **Learning outcomes**
- ☒ **Delivery methods and/or texts and resource materials**
- ☒ **PLAR options, grading system, and/or evaluation methods**
- ☐ **Discontinuation of course**
- ☒ **Other – Please specify: Updated Typical Course Content and Topics, and Typical Evaluation Methods and Weighting**

1. Rationale for change: **6+ year course reviews and alignment to UFV's Guiding Principles for Quality Curriculum.**
2. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s): **Learning outcomes updated to reflect consultation with stakeholders and industry standards. Learning outcomes updated to align with the following program outcomes: 1, 3, 7 and 8.**
3. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs? **N/A**
4. Which program areas have been consulted about the change(s)? **Health Sciences.**  
What consideration has been given to indigenizing the curriculum?  
**Instructors will infuse indigenous ways of knowing and world views into their course syllabi and include an acknowledgement of unceded territory. Learning outcomes updated to reflect inclusive knowledge pertaining to course content.**
5. If this course is not eligible for PLAR, explain why: **N/A**
6. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:

- a. Credit value – **N/A**
  - b. Class size limit - **The changes do not negatively affect our budget. Increasing to a maximum of 24 addresses the student demand we have been experiencing in the last 5 years. This increase can be satisfied within our current resources.**
  - c. Frequency of offering – **Courses that do not meet our minimum student requirement will not be offered.**
  - d. Resources required (labs, equipment) – **N/A**
7. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? **N/A**
8. Estimate of the typical costs for this course, including textbooks and other materials:
- Program Tuition: \$8500 (cost per hour at 550 hours = \$15.45)**  
**Program Textbook and working papers: \$100; one textbook only**  
**Uniform: \$175 (2 scrubs and 1 pair of white shoes)**  
**Program Supplies (approx.): \$125 (USB, photocopying, pens, paper, binder)**  
**PROGRAM TOTAL: \$8900**

CWC comments and responses:

- Memo #4: are there supports in place to assist instructors to “infuse Indigenous ways of knowing and worldviews into their course syllabi”?

*Yes, Indigenous Affairs and Teaching and Learning can provide these supports. The Teaching and Learning Specialist (Indigenization) has been working with CE and we are planning workshops/training with our NUC instructors early in the fall semester.*



**ORIGINAL COURSE IMPLEMENTATION DATE:** September 1994  
**REVISED COURSE IMPLEMENTATION DATE:** September 2019  
**COURSE TO BE REVIEWED** (six years after UEC approval): April 2025  
**Course outline form version:** 05/18/2018

## 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 NC01                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Number of Credits:</b> 0 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                  |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| <b>Course Full Title:</b> Professionalism and Communication<br><b>Course Short Title:</b> Communication<br><i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty:</b> Faculty of Access and Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Department (or program if no department):</b> Continuing Education                                                                                                                                                                                                                                                                                                   |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| <b>Calendar Description:</b><br>Provides students with the skills to interact with colleagues, patients, visitors, and other members of the healthcare team in a professional manner, and to explore Indigenous ways of knowing, being, and worldviews in a healthcare setting. It will also cover hospital communication devices and emergency procedures.                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | Acceptance into the Nursing Unit Clerk certificate program.                                                                                                                                                                                                                                                                                                             |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | NONE                                                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | NONE                                                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(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.)</i>                                                                                                                                                                                                                                                                            |           | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                                                                                                           |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit                                                                                |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="http://bctransferguide.ca">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td>Lecture/seminar hours</td> <td style="text-align: center;">15</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;">5</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>20</b></td> </tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                   | 15 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities | 5 | Other contact hours: |  | <b>Total hours</b> | <b>20</b> | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 15        |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 5         |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>20</b> |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Maximum enrolment (for information only):</b> 24<br><b>Expected Frequency of Course Offerings:</b><br>Once or twice per year <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                                                                                      |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| <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                                                                                                                                                                                                                                                                                                                                  |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |

HLTH NC01

University of the Fraser Valley Official Undergraduate Course Outline

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## Learning Outcomes:

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

- Demonstrate professionalism in the classroom environment through attendance, communication, interpersonal relationships, collaboration, and team work
- Apply the Principles of a respectful, cohesive, and culturally diverse learning environment within the classroom and for use in the healthcare setting
- Model effective and accurate verbal, non-verbal, and written communication within the classroom and for use in the healthcare setting
- Describe and demonstrate confidentiality practices used within the Nursing Unit Clerk role
- Explain the protocols on reporting incidents, accidents, and near misses
- Demonstrate professional behaviors and communications that align with indigenous ways of knowing, being and worldviews

## 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, role playing, reflective and practical 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 & Presentation: | 30% | Practicum:        | % | Self-Reflection: | 20%  |
| Quizzes/tests: | 20% | Lab work:                     | %   | Shop work:        | % | Total:           | 100% |

## Details (if necessary):

## Typical Course Content and Topics

- Conflict management in health care
- Accurate and efficient written and verbal communication strategies for the healthcare professional
- Understanding cultural diversity in the healthcare system, including Indigenous and new immigrant knowledge and healthcare practices
- Identifying strategies for workplace bullying and harassment
- Confidentiality practices

**Memo for Course Changes — HLTH NC02 Unit Clerk Fundamentals**

To: UEC

From: Susan Francis, Manager, Continuing Education

Date: November 30, 2018

**Subject: Proposal for revision of Nursing Unit Clerk Certificate — HLTH NC02 Unit Clerk Fundamentals**

1. Summary of changes (select all that apply):

- ☒ **Six-year review**
- ☒ **Number and/or course code**
- ☒ **Credits and/or total hours**
- ☒ **Title**
- ☒ **Calendar description**
- ☒ **Prerequisites and/or co-requisites**
- ☒ **Frequency of course offering**
- ☒ **Learning outcomes**
- ☒ **Delivery methods and/or texts and resource materials**
- ☒ **PLAR options, grading system, and/or evaluation methods**
- ☐ Discontinuation of course
- ☒ **Other – Please specify: Updated Typical Course Content and Topics, and Typical Evaluation Methods and Weighting**

2. Rationale for change:

**Provide students with key fundamental knowledge of various hospital departments, units and the roles those working in the healthcare system, which will provide for a better understanding of the nursing unit clerk role in the remainder of the program. It will provide an overview to give students an overall understanding of the role. This course will be offered as the second module of the program to provide fundamental knowledge of the role early in the program.**

3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s):  
**This course covers fundamental aspects of the role of a Nursing Unit Clerk, and others who work in health care settings, early in the program to provide an overall context of the remainder of the curriculum.**
4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs?  
**No.**
5. Which program areas have been consulted about the change(s)?  
**Health Sciences.**
6. What consideration has been given to indigenizing the curriculum?  
**Instructors will infuse indigenous ways of knowing and world views into their course syllabi and**

**include an acknowledgment of unceded territory. Learning outcomes updated to reflect inclusive knowledge pertaining to course content.**

7. If this course is not eligible for PLAR, explain why:  
**N/A.**
8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:
  - a. Credit value — **non-credit programming**
  - b. Class size limit — **24 maximum students**
  - c. Frequency of offering — **at least once per year**
  - d. Resources required (labs, equipment) — **N/A**

**Note: this is a revenue-generating course. If minimum course enrollments are not met, then the course will be cancelled.**
9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?  
**No field trips required for this course.**
10. Estimate of the typical costs for this course, including textbooks and other materials:  
**Program Tuition: \$8500 (cost per hour at 550 hours = \$15.45)**  
**Program Textbook and working papers: \$100; one textbook only**  
**Uniform: \$175 (2 scrubs and 1 pair of white shoes)**  
**Program Supplies (approx.): \$125 (USB, photocopying, pens, paper, binder)**  
**PROGRAM TOTAL: \$8900**

CWC comment and response:

- Memo #8: what is the minimum enrollment for this course? The memo for both this course and HLTH NC09 indicate that the course will be cancelled if minimum enrollments are not met. Does this mean that if a certain number of students do not pass the prerequisite courses, these courses will be cancelled, in effect cancelling the whole program?

*The program is scheduled as a cohort. If sufficient enrollment is not met prior to the first course NC01, then the whole program is cancelled.*



**ORIGINAL COURSE IMPLEMENTATION DATE:** September 1994  
**REVISED COURSE IMPLEMENTATION DATE:** September 2019  
**COURSE TO BE REVIEWED** (six years after UEC approval): April 2025  
**Course outline form version:** 05/18/2018

## 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><br>(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><br>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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | A- or better in HLTH NC01.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                                                                                                                                                                                                             |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                                                                                                                                                                                                             |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                                                                                                                                                                                                             |
| <b>Antirequisite Courses</b> (Cannot be taken for additional credit.)<br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br>(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.)<br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (If yes, topic will be recorded when offered.)<br><br><b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: (If yes, topic will be recorded.)<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><br><b>Transfer Credit</b><br>Transfer credit already exists: (See <a href="http://bctransferguide.ca">bctransferguide.ca</a> .)<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><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> Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes | 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><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit<br><br><b>Maximum enrolment (for information only):</b> 24<br><br><b>Expected Frequency of Course Offerings:</b><br>Once or twice per year (Every semester, Fall only, annually, etc.) |
| 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>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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                                                                                                                                                                                                             |

**HLTH NC02**
**University of the Fraser Valley Official Undergraduate Course Outline**
**Page 2 of 2**
**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



**Memo for Course Changes – HLTH NC03 Admissions, Transfers, Discharges, and Patient Records**

To: UEC

From: Susan Francis – Manager, Continuing Education

Date: November 30, 2018

**Subject: Proposal for revisions of Nursing Unit Clerk Certificate – HLTH NC03 – Admissions, Transfers, Discharges, and Patient Records (Combines NC02 Patient Chart Records and NC03 Admissions, Discharges, and Transfers into one course)**

(Summary of changes (select all that apply): [check appropriate boxes below])

- ☒ **Six-year review**
- ☒ **Number and/or course code**
- ☒ **Credits and/or total hours**
- ☒ **Title**
- ☒ **Calendar description**
- ☒ **Prerequisites and/or co-requisites**
- ☐ **Frequency of course offering**
- ☒ **Learning outcomes**
- ☒ **Delivery methods and/or texts and resource materials**
- ☒ **PLAR options, grading system, and/or evaluation methods**
- ☐ **Discontinuation of course**
- ☐ **Other – Please specify: Updated Typical Course Content and Topics, and Typical Evaluation Methods and Weighting**

1. Rationale for change: **6+ year course reviews and alignment to UFV's Guiding Principles for Quality Curriculum.**
2. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s): **Learning outcomes updated to reflect consultation with stakeholders and industry standards. Learning outcomes updated to align with the following program outcomes: 1, 2, 3, 4, 5, 7, and 8.**
3. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs? **N/A**
4. Which program areas have been consulted about the change(s)? **Health Sciences.**
5. What consideration has been given to indigenizing the curriculum  
**Instructors will infuse indigenous ways of knowing and world views into their course syllabi and include an acknowledgement of unceded territory. Learning outcomes updated to reflect inclusive knowledge pertaining to course content.**
6. If this course is not eligible for PLAR, explain why: **N/A**

7. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:
  - a. Credit value – **N/A**
  - b. Class size limit – **N/A**
  - c. Frequency of offering – **Courses that do not meet our minimum student requirement will not be offered.**
  - d. Resources required (labs, equipment) – **N/A**
8. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? **N/A**
9. Estimate of the typical costs for this course, including textbooks and other materials:

**Program Tuition: \$8500 (cost per hour at 550 hours = \$15.45)**  
**Program Textbook and working papers: \$100; one textbook only**  
**Uniform: \$175 (2 scrubs and 1 pair of white shoes)**  
**Program Supplies (approx.): \$125 (USB, photocopying, pens, paper, binder)**  
**PROGRAM TOTAL: \$8900**



ORIGINAL COURSE IMPLEMENTATION DATE: September 1994  
 REVISED COURSE IMPLEMENTATION DATE: September 2019  
 COURSE TO BE REVIEWED (six years after UEC approval): April 2025  
 Course outline form version: 05/18/2018

## 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 NC03                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Number of Credits:</b> 0 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| <b>Course Full Title:</b> Admissions, Transfers, Discharges, and Patient Records<br><b>Course Short Title:</b> Admissions and Transfers<br><i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty:</b> Faculty of Access and Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Department (or program if no department):</b> Continuing Education                                                                                                                                                                                                                                                                           |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| <b>Calendar Description:</b><br>Develops the skills and experience required to understand and perform Nursing Unit Clerk duties related to the admission, transfer, and discharge of patients, and maintenance of patient records. Students examine Indigenous knowledge systems and ways of being as they are connected to initial and ongoing interactions within a healthcare setting.                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | A- or better in HLTH NC02.                                                                                                                                                                                                                                                                                                                      |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | NONE                                                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | NONE                                                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(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.)</i>                                                                                            |           | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                                                                                   |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit                                                        |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="#">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1"> <tr> <td>Lecture/seminar hours</td> <td>23</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>7</td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td><b>Total hours</b></td> <td><b>30</b></td> </tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                           | 23 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities | 7 | Other contact hours: |  | <b>Total hours</b> | <b>30</b> | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 23        |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 7         |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>30</b> |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Maximum enrolment (for information only):</b> 24<br><b>Expected Frequency of Course Offerings:</b><br>Once or twice per year <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                                                              |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| <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:

- Describe the reasons for health care facilities use of patient charts and records
- Demonstrate how to correctly assemble, maintain, and disassemble a chart record in a simulated environment
- Demonstrate the unit clerk's responsibility in identifying the various types of patient infection control precautions
- Demonstrate accurately the procedures for patient admission, transfer, discharge and patient path
- Complete the appropriate records completely, accurately, with correct spelling, and in a timely manner
- Differentiate the various types of admission seen in the health care environment
- Explain the purpose of the standard and specialized forms found on patient charts and when they are used
- Demonstrate the approved methods of correcting errors in the patient records
- Describe Indigenous and other cultural practices related to admissions, discharges, and transfers of patients, including patient death
- 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, discussions, and simulated practice 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:    | 30% | Assignments: | 30% | Field experience: | % | Professionalism: | 10%  |
| Midterm exam:  | %   | Project:     | %   | Practicum:        | % | Other:           | %    |
| Quizzes/tests: | 30% | Lab work:    | %   | Shop work:        | % | Total:           | 100% |

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

- Role of the unit clerk in the admission, transfer and discharge of a patient
- Introduction to patient registration
- The purpose of chart records.
- Importance of accuracy of chart records, correcting errors in patient charts.
- Various chart forms
- Various chart packs
- Filing chart records
- Types of infection control precautions
- Faxing and thinning a patient's chart
- Patient's old chart.
- Patient registration, discharge against medical advice, day pass
- Role of unit clerk related to a patient death with respect to different cultures, including indigenous practices
- Form imprint, printing labels, flagging a chart

**Memo for Course Changes – HLTH NC04 Medical Terminology and Pharmacology I**

To: UEC

From: Susan Francis – Manager, Continuing Education

Date: November 30, 2018

**Subject: Proposal for revisions of Nursing Unit Clerk Certificate – HLTH NC04 – Medical Terminology and Pharmacology I replaces previous course(s): Medical Terminology NUC00 and Pharmacology and Medication Orders Part 1- NUC04**

(Summary of changes (select all that apply): [check appropriate boxes below])

- ☒ **Six-year review**
- ☒ **Number and/or course code**
- ☒ **Credits and/or total hours**
- ☒ **Title**
- ☒ **Calendar description**
- ☒ **Prerequisites and/or co-requisites**
- ☐ **Frequency of course offering**
- ☒ **Learning outcomes**
- ☒ **Delivery methods and/or texts and resource materials**
- ☒ **PLAR options, grading system, and/or evaluation methods**
- ☐ **Discontinuation of course**
- ☐ **Other – Please specify: Updated Typical Course Content and Topics, and Typical Evaluation Methods and Weighting**

1. Rationale for change: **6+ year course reviews and alignment to UFV's Guiding Principles for Quality Curriculum.**
2. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s): **Learning outcomes updated to reflect consultation with stakeholders and industry standards. Learning outcomes updated to align with the following program outcomes: 6 and 7.**
3. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs? **N/A**
4. Which program areas have been consulted about the change(s)? **Health Sciences.**
5. What consideration has been given to indigenizing the curriculum  
**Instructors will infuse indigenous ways of knowing and world views into their course syllabi and include an acknowledgement of unceded territory. Learning outcomes updated to reflect inclusive knowledge pertaining to course content.**
6. If this course is not eligible for PLAR, explain why: **N/A**
7. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:

- a. Credit value – **N/A**
  - b. Class size limit – **N/A**
  - c. Frequency of offering – **Courses that do not meet our minimum student requirement will not be offered.**
  - d. Resources required (labs, equipment) – **N/A**
8. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? **N/A**
9. Estimate of the typical costs for this course, including textbooks and other materials:
- Program Tuition: \$8500 (cost per hour at 550 hours = \$15.45)**  
**Program Textbook and working papers: \$100; one textbook only**  
**Uniform: \$175 (2 scrubs and 1 pair of white shoes)**  
**Program Supplies (approx.): \$125 (USB, photocopying, pens, paper, binder)**  
**PROGRAM TOTAL: \$8900**



ORIGINAL COURSE IMPLEMENTATION DATE: January 2004  
 REVISED COURSE IMPLEMENTATION DATE: September 2019  
 COURSE TO BE REVIEWED (six years after UEC approval): April 2025  
 Course outline form version: 05/18/2018

## 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 NC04                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Number of Credits:</b> 0 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                  |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| <b>Course Full Title:</b> Medical Terminology and Pharmacology I<br><b>Course Short Title:</b> Medical Termin and Pharm I<br><i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty:</b> Faculty of Access and Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Department (or program if no department):</b> Continuing Education                                                                                                                                                                                                                                                                                                   |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| <b>Calendar Description:</b><br>An introduction to the fundamentals of medical terminology relating to the various body systems, and pharmacology required for a Nursing Unit Clerk. Students will consider Indigenous perspectives and cultural values in relation to healing practices and protocols.                                                                                                                                                                                                           |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | A- or better in HLTH NC03.                                                                                                                                                                                                                                                                                                                                              |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | NONE                                                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | NONE                                                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(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.)</i>                                                                                            |           | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                                                                                                           |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit                                                                                |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="http://bctransferguide.ca">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1"> <tr> <td>Lecture/seminar hours</td> <td>33</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>7</td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td><b>Total hours</b></td> <td><b>40</b></td> </tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                   | 33 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities | 7 | Other contact hours: |  | <b>Total hours</b> | <b>40</b> | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 33        |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 7         |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>40</b> |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Maximum enrolment (for information only):</b> 24<br><b>Expected Frequency of Course Offerings:</b><br>Once or twice per year <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                                                                                      |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| <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                                                                                                                                                                                                                                                                                                                                  |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |

**HLTH NC04**
**University of the Fraser Valley Official Undergraduate Course Outline**
**Page 2 of 2**
**Learning Outcomes:**

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

- Identify prefixes, suffixes and word roots of medical terms
- Identify medical terms as they relate to the organization of the body
- Use medical terms and abbreviations accurately
- Identify the components of a medication order
- Process a medication order
- List frequently used antibiotics and antiseptics
- Explain the various types of medication formulations and routes of entry
- Explain the difference between the chemical, generic, and brand names of medications
- Identify and explain cultural healing practices and protocols, including Indigenous ways of knowing, being, and worldviews and new immigrant ways of knowing
- 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, and reinforcement exercises and activities.

**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. Chabner, Davi-Ellen     | Medical Terminology: A Short Course  | X                        | Elsevier  | 2018 |
| 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:    | 30% | Assignments: | 30% | Field experience: | % | Professionalism: | 10%  |
| Midterm exam:  |     | Project:     | %   | Practicum:        | % | Other:           | %    |
| Quizzes/tests: | 30% | Lab work:    | %   | Shop work:        | % | Total:           | 100% |

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

- Review various terms related to pharmacology including: vials, ampoules, routes of medications, administration, medicated dressings, inhalers, enteric coated medications, gavage, lozenges, elixirs, capsule/tablets, ointments, suppositories, suspensions, syrups, topical, and transdermal types of medications
- The metric system as it pertains to pharmacology
- The different planes, quadrants, sections and divisions of the body
- Prefixes, suffixes, word roots and combining forms of medical terminology
- Accurate pronunciation and spelling of medical terms
- Review medical terms
- The unit clerk's role in processing IV and TPN orders
- Provide an overview of medication reconciliation
- Review the correct method to process medication orders depending on the route of administration
- Understand other cultural healing practices, including indigenous peoples and new immigrants



**Memo for Course Changes – HLTH NC05 Medical Terminology and Pharmacology II**

To: UEC

From: Susan Francis – Manager, Continuing Education

Date: November 30, 2018

**Subject: Proposal for revisions of Nursing Unit Clerk Certificate – NC05 Medical Terminology and Pharmacology II; Replaces NUC00 (Medical Terminology) and NUC05 Pharmacology and Medication Orders II**

(Summary of changes (select all that apply): [check appropriate boxes below])

- ☒ **Six-year review**
- ☒ **Number and/or course code**
- ☒ **Credits and/or total hours**
- ☒ **Title**
- ☒ **Calendar description**
- ☒ **Prerequisites and/or co-requisites**
- ☒ **Frequency of course offering**
- ☒ **Learning outcomes**
- ☒ **Delivery methods and/or texts and resource materials**
- ☒ **PLAR options, grading system, and/or evaluation methods**
- ☐ Discontinuation of course
- ☐ **Other – Please specify: Updated Typical Course Content and Topics, and Typical Evaluation Methods and Weighting**

1. Rationale for change: **6+ year course reviews and alignment to UFV's Guiding Principles for Quality Curriculum.**
2. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s): **Learning outcomes updated to reflect consultation with stakeholders and industry standards. Learning outcomes updated to align with the following program outcomes: 1, 3, 7 and 8.**
3. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs? **N/A**
4. Which program areas have been consulted about the change(s)? **Health Sciences.**
5. What consideration has been given to indigenizing the curriculum?  
**Instructors will infuse indigenous ways of knowing and world views into their course syllabi and include an acknowledgement of unceded territory. Learning outcomes updated to reflect inclusive knowledge pertaining to course content.**
6. If this course is not eligible for PLAR, explain why: **N/A**
7. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:

- a. Credit value – **N/A**
  - b. Class size limit – **N/A**
  - c. Frequency of offering – **Courses that do not meet our minimum student requirement will not be offered.**
  - d. Resources required (labs, equipment) – **N/A**
8. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? **N/A**
9. Estimate of the typical costs for this course, including textbooks and other materials:
- Program Tuition: \$8500 (cost per hour at 550 hours = \$15.45)**  
**Program Textbook and working papers: \$100; one textbook only**  
**Uniform: \$175 (2 scrubs and 1 pair of white shoes)**  
**Program Supplies (approx.): \$125 (USB, photocopying, pens, paper, binder)**  
**PROGRAM TOTAL: \$8900**



**ORIGINAL COURSE IMPLEMENTATION DATE:** September 1994  
**REVISED COURSE IMPLEMENTATION DATE:** September 2019  
**COURSE TO BE REVIEWED** (six years after UEC approval): April 2025  
**Course outline form version:** 05/18/2018

## 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 NC05                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Number of Credits:</b> 0 <a href="#">Course credit policy (105)</a>                                                                                                                                                                        |    |                     |  |                             |  |                                                              |  |                              |    |                                           |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Course Full Title:</b> Medical Terminology and Pharmacology II<br><b>Course Short Title:</b> Medical Termin and Pharm II<br><i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |  |                              |    |                                           |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty:</b> Faculty of Access and Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Department (or program if no department):</b> Continuing Education                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |    |                                           |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Calendar Description:</b><br>Accurate application of medical terminology and pharmacology is essential to practice safely as a Nursing Unit Clerk. This course covers the necessary information about body system-related medical terminology and pharmacology, including Indigenous worldviews/knowledge in unification with contemporary medical practices.                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |  |                              |    |                                           |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | A- or better in HLTH NC04.                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |    |                                           |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | NONE                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |    |                                           |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | NONE                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |    |                                           |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(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.)</i>                                                                                                                                                                                                                                                                                                                                                           |           | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i> |    |                     |  |                             |  |                                                              |  |                              |    |                                           |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Typical Structure of Instructional Hours</b><br><table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Lecture/seminar hours</td><td style="text-align: center;">48</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;">17</td></tr> <tr><td>Other contact hours: Projects/Assignments</td><td></td></tr> <tr><td><b>Total hours</b></td><td style="text-align: center;"><b>65</b></td></tr> </table> Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes |           | Lecture/seminar hours                                                                                                                                                                                                                         | 48 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities | 17 | Other contact hours: Projects/Assignments |  | <b>Total hours</b> | <b>65</b> | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | Lecture/seminar hours                                                                                                                                                                                                                         | 48 |                     |  |                             |  |                                                              |  |                              |    |                                           |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | Tutorials/workshops                                                                                                                                                                                                                           |    |                     |  |                             |  |                                                              |  |                              |    |                                           |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | Supervised laboratory hours                                                                                                                                                                                                                   |    |                     |  |                             |  |                                                              |  |                              |    |                                           |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |  |                              |    |                                           |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 17        |                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |  |                              |    |                                           |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Other contact hours: Projects/Assignments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |  |                              |    |                                           |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>65</b> |                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |  |                              |    |                                           |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="http://bctransferguide.ca">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i>                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |  |                              |    |                                           |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |  |                              |    |                                           |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Maximum enrolment (for information only):</b> 24<br><b>Expected Frequency of Course Offerings:</b><br>Once or twice per year <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |  |                              |    |                                           |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <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:

- Define the medical terms and abbreviations
- List the medications brand and generic names, and their categories
- Relate medical terminology to abnormal conditions of the body
- Identify various classes of medication and their use
- Process a medication order accurately and in a timely manner
- List the common procedures associated
- Identify and describe related healing and medicinal practices from other cultures, including Indigenous worldviews, as inclusive knowledge within contemporary medical procedures
- Demonstrate professionalism in the classroom environment through attendance, communication, interpersonal relationships, collaboration, and teamwork

For the following body systems:

- Cardiovascular
- Digestive
- Endocrine
- Reproductive systems
- Urinary
- Muscular skeletal
- Nervous
- Respiratory
- Skin and sensory

## 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, discussions, and simulated practice 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. Chabner, Davi-Ellen     | Medical Terminology: A Short Course  | <input checked="" type="checkbox"/> | Elsevier  | 2018 |
| 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:    | 30% | Assignments: | 20% | Field experience: | % | Professionalism: | 10%  |
| Midterm exam:  | %   | Project:     | 20% | Practicum:        | % | Other:           | %    |
| Quizzes/tests: | 20% | Lab work:    | %   | Shop work:        | % | Total:           | 100% |

## Details (if necessary):

## Typical Course Content and Topics

- Medical terminology, disease process, diagnostic procedure for each system
- Medication orders pertaining to each system
- Starting, discontinuing, and reordering medications on the patient chart and MAR
- Process PCA, epidural and insulin orders
- Prescriber's order sheet and Medication Administration Record (including transcribing onto a MAR and Kardex)
- Use of miscellaneous medications, topical, ophthalmic and otic preparations and narcotics
- Cultural healing practices, including indigenous peoples, and new immigrants

**Memo for Course Changes – HLTH NC 06 Diagnostics****HLTH NC 06 was previously Surgical Orders**

To: UEC

From: Susan Francis – Manager, Continuing Education

Date: November 30, 2018

**Subject: Proposal for revisions of Nursing Unit Clerk Certificate – HLTH NC 06 Diagnostics****HLTH NC 06 was previously Surgical Orders**

(Summary of changes (select all that apply): [check appropriate boxes below])

- ☒ **Six-year review**
- ☒ **Number and/or course code**
- ☒ **Credits and/or total hours**
- ☒ **Title**
- ☒ **Calendar description**
- ☒ **Prerequisites and/or co-requisites**
- ☐ **Frequency of course offering**
- ☒ **Learning outcomes**
- ☒ **Delivery methods and/or texts and resource materials**
- ☒ **PLAR options, grading system, and/or evaluation methods**
- ☐ **Discontinuation of course**
- ☒ **Other – Please specify: Updated Typical Course Content and Topics, and Typical Evaluation Methods and Weighting**

1. Rationale for change: **6+ year course reviews and alignment to UFV's Guiding Principles for Quality Curriculum. Updated courses and order.**
2. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s): **Learning outcomes updated to reflect consultation with stakeholders and industry standards. Learning outcomes updated to align with the following program outcomes: 1, 3, 4, 5, 7 and 8.**
3. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs? **N/A**
4. Which program areas have been consulted about the change(s)? **Health Sciences.**
5. What consideration has been given to indigenizing the curriculum  
**Instructors will infuse indigenous ways of knowing and world views into their course syllabi and include an acknowledgement of unceded territory.**  
**Learning outcomes updated to reflect inclusive knowledge pertaining to course content.**

6. If this course is not eligible for PLAR, explain why: **N/A**
7. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:
  - a. Credit value – **N/A**
  - b. Class size limit – **N/A**
  - c. Frequency of offering – **Courses that do not meet our minimum student requirement will not be offered.**
  - d. Resources required (labs, equipment) – **N/A**
8. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? **N/A**
9. Estimate of the typical costs for this course, including textbooks and other materials:

**Program Tuition: \$8500 (cost per hour at 550 hours = \$15.45)**

**Program Textbook and working papers: \$100; one textbook only**

**Uniform: \$175 (2 scrubs and 1 pair of white shoes)**

**Program Supplies (approx.): \$125 (USB, photocopying, pens, paper, binder)**

**PROGRAM TOTAL: \$8900**



ORIGINAL COURSE IMPLEMENTATION DATE: September 1994  
 REVISED COURSE IMPLEMENTATION DATE: September 2019  
 COURSE TO BE REVIEWED (six years after UEC approval): April 2025  
 Course outline form version: 05/18/2018

## 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 NC06                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Number of Credits:</b> 0 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| <b>Course Full Title:</b> Diagnostics<br><b>Course Short Title:</b><br><i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty:</b> Faculty of Access and Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Department (or program if no department):</b> Continuing Education                                                                                                                                                                                                                                                                           |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| <b>Calendar Description:</b><br>Covers common diagnostic tests, their purposes, and where they are performed. Includes patient preparation and transportation of patients to the necessary diagnostic area, and how to receive and communicate diagnostic testing results, including valuing Indigenous ways of being.                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | A- or better in HLTH NC05.                                                                                                                                                                                                                                                                                                                      |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | NONE                                                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | NONE                                                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(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.)</i>                                                                                            |           | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                                                                                   |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit                                                        |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="#">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1"> <tr> <td>Lecture/seminar hours</td> <td>23</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>7</td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td><b>Total hours</b></td> <td><b>30</b></td> </tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                           | 23 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities | 7 | Other contact hours: |  | <b>Total hours</b> | <b>30</b> | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 23        |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 7         |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>30</b> |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Maximum enrolment (for information only):</b> 24<br><b>Expected Frequency of Course Offerings:</b><br>Once or twice per year <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                                                              |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |
| <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                                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |   |                      |  |                    |           |                                                                                                                      |  |

HLTH NC06

University of the Fraser Valley Official Undergraduate Course Outline

Page 2 of 2

## Learning Outcomes:

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

- Identify diagnostic tests including their abbreviations, the hospital department where they are performed, and the required patient preparation
- Use correct procedures to process orders for diagnostic procedures including any necessary patient scheduling
- Communicate with patient's families and other healthcare workers regarding patient preparation prior to diagnostic testing
- Use correct procedures to book patient transportation for diagnostic tests
- Demonstrate the correct way to receive and communicate test results
- Employ culturally appropriate methods for diagnostic testing, and communication of diagnostic test results, including consideration and appreciation of Indigenous ways of being and worldviews relating to mainstream treatment practices
- 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, discussions, and simulated practice 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:    | 30% | Assignments: | 25% | Field experience: | % | Professionalism: | 10%  |
| Midterm exam:  | %   | Project:     | 25% | Practicum:        | % | Other:           |      |
| Quizzes/tests: | 10% | Lab work:    | %   | Shop work:        | % | Total:           | 100% |

## Details (if necessary):

## Typical Course Content and Topics

- Healthcare diagnostic testing areas and departments
- Description of diagnostic tests and abbreviations
- Preparation for diagnostic testing
- Patient transportation such as porters, ambulance, SNT
- Receiving and communicating test results
- Other cultural healing practices, including indigenous peoples, and new immigrants with respect to diagnostic testing



**Memo for Course Changes – HLTH NC 07 Laboratory Orders****HLTH NC 07 was previously Diagnostic Orders**

To: UEC

From: Susan Francis – Manager, Continuing Education

Date: November 30, 2018

**Subject: Proposal for revisions of Nursing Unit Clerk Certificate – Laboratory Orders**

(Summary of changes (select all that apply): [check appropriate boxes below])

- ☒ **Six-year review**
- ☒ **Number and/or course code**
- ☒ **Credits and/or total hours**
- ☒ **Title**
- ☒ **Calendar description**
- ☒ **Prerequisites and/or co-requisites**
- ☐ **Frequency of course offering**
- ☒ **Learning outcomes**
- ☒ **Delivery methods and/or texts and resource materials**
- ☒ **PLAR options, grading system, and/or evaluation methods**
- ☐ **Discontinuation of course**
- ☒ **Other – Please specify: Updated Typical Course Content and Topics, and Typical Evaluation Methods and Weighting**

1. Rationale for change: **6+ year course reviews and alignment to UFV's Guiding Principles for Quality Curriculum. Updated and changed course order.**
2. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s): **Learning outcomes updated to reflect consultation with stakeholders and industry standards. Learning outcomes updated to align with the following program outcomes: 1, 3, 4, 5, 6, 7, and 8.**
3. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs? **N/A**
4. Which program areas have been consulted about the change(s)? **Health Sciences.**
5. What consideration has been given to indigenizing the curriculum?  
**Instructors will infuse indigenous ways of knowing and world views into their course syllabi and include an acknowledgement of unceded territory. Learning outcomes updated to reflect inclusive knowledge pertaining to course content.**
6. If this course is not eligible for PLAR, explain why: **N/A**
7. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:

- a. Credit value – **N/A**
  - b. Class size limit – **N/A**
  - c. Frequency of offering – **Courses that do not meet our minimum student requirement will not be offered.**
  - d. Resources required (labs, equipment) – **N/A**
8. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? **N/A**
9. Estimate of the typical costs for this course, including textbooks and other materials:
- Program Tuition: \$8500 (cost per hour at 550 hours = \$15.45)**  
**Program Textbook and working papers: \$100; one textbook only**  
**Uniform: \$175 (2 scrubs and 1 pair of white shoes)**  
**Program Supplies (approx.): \$125 (USB, photocopying, pens, paper, binder)**  
**PROGRAM TOTAL: \$8900**



ORIGINAL COURSE IMPLEMENTATION DATE: September 1994  
 REVISED COURSE IMPLEMENTATION DATE: September 2019  
 COURSE TO BE REVIEWED (six years after UEC approval): April 2025  
 Course outline form version: 05/18/2018

## 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 NC07                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Number of Credits:</b> 0 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Course Full Title:</b> Laboratory Orders<br><b>Course Short Title:</b><br><i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty:</b> Faculty of Access and Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Department (or program if no department):</b> Continuing Education                                                                                                                                                                                                                                                                           |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Calendar Description:</b><br>Covers processing a laboratory order with the correct level of priority. Includes patient preparation prior to testing, as well as receiving and communicating patient laboratory results. Also includes examination of Indigenous ways of knowing and being as interrelated to contemporary medical practices.                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | A- or better in HLTH NC06.                                                                                                                                                                                                                                                                                                                      |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | NONE                                                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | NONE                                                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(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.)</i>                                                                                             |           | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                                                                                   |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit                                                        |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="#">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1"> <tr> <td>Lecture/seminar hours</td> <td>34</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>11</td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td><b>Total hours</b></td> <td><b>45</b></td> </tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                           | 34 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities | 11 | Other contact hours: |  | <b>Total hours</b> | <b>45</b> | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 34        |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 11        |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Maximum enrolment (for information only):</b> 24<br><b>Expected Frequency of Course Offerings:</b><br>Once or twice per year <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                                                              |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <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                                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |

HLTH NC07

University of the Fraser Valley Official Undergraduate Course Outline

Page 2 of 2

## Learning Outcomes:

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

- Identify correct procedures for processing laboratory orders
- Identify correct procedures for the labeling, handling, and transporting of laboratory specimens
- Identify different lab departments
- Describe the role of the various laboratory departments
- Communicate with patients' families and other healthcare workers regarding patients' preparation prior to laboratory testing
- Demonstrate the correct use of laboratory collection priorities
- Demonstrate the correct procedure to receive and communicate laboratory test results
- Employ culturally appropriate methods to communicate laboratory test results, including Indigenous ways of knowing and being as interrelated and connected to contemporary medical practices
- 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, discussions, and simulated practice 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:    | 30% | Assignments: | 25% | Field experience: | % | Professionalism: | 10%  |
| Midterm exam:  | %   | Project:     | 25% | Practicum:        | % | Other:           |      |
| Quizzes/tests: | 10% | Lab work:    | %   | Shop work:        | % | Total:           | 100% |

## Details (if necessary):

## Typical Course Content and Topics

- Description of laboratory roles and responsibilities
- Description of laboratory departments: Hematology, Chemistry, Transfusion Medicine, Microbiology, and Histology
- Basic hematology
- Basic chemistry
- Description of the various types of laboratory specimens including blood, urine, tissue, and microbiology
- Demonstration of patient and specimen identification
- Demonstration of appropriate testing priorities
- Respect for cultural practices, including indigenous peoples, and new immigrants

**Memo for Course Changes – HLTH NC 08 Surgical Orders****HLTH NC 08 was previously Therapeutic Orders**

To: UEC

From: Susan Francis – Manager, Continuing Education

Date: November 30, 2018

**Subject: Proposal for revisions of Nursing Unit Clerk Certificate – HLTH NC 08 Surgical Orders****HLTH NC 08 was previously Therapeutic Orders**

(Summary of changes (select all that apply): [check appropriate boxes below])

- ☒ **Six-year review**
- ☒ **Number and/or course code**
- ☒ **Credits and/or total hours**
- ☒ **Title**
- ☒ **Calendar description**
- ☒ **Prerequisites and/or co-requisites**
- ☐ **Frequency of course offering**
- ☒ **Learning outcomes**
- ☒ **Delivery methods and/or texts and resource materials**
- ☒ **PLAR options, grading system, and/or evaluation methods**
- ☐ **Discontinuation of course**
- ☒ **Other – Please specify: Updated Typical Course Content and Topics, and Typical Evaluation Methods and Weighting**

1. Rationale for change: **6+ year course reviews and alignment to UFV's Guiding Principles for Quality Curriculum. Updated the courses and order.**
2. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s): **Learning outcomes updated to reflect consultation with stakeholders and industry standards. Learning outcomes updated to align with the following program outcomes: 1, 3, 4, 5, 7, and 8.**
3. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs? **N/A**
4. Which program areas have been consulted about the change(s)? **Health Sciences.**
5. What consideration has been given to indigenizing the curriculum?

**. Instructors will infuse indigenous ways of knowing and world views into their course syllabi and include an acknowledgement of unceded territory. Learning outcomes updated to reflect inclusive knowledge pertaining to course content.**

6. If this course is not eligible for PLAR, explain why: **N/A**
7. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:
  - a. Credit value – **N/A**
  - b. Class size limit – **N/A**
  - c. Frequency of offering – **Courses that do not meet our minimum student requirement will not be offered.**
  - d. Resources required (labs, equipment) – **N/A**
8. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? **N/A**
9. Estimate of the typical costs for this course, including textbooks and other materials:

**Program Tuition: \$8500 (cost per hour at 550 hours = \$15.45)**

**Program Textbook and working papers: \$100; one textbook only**

**Uniform: \$175 (2 scrubs and 1 pair of white shoes)**

**Program Supplies (approx.): \$125 (USB, photocopying, pens, paper, binder)**

**PROGRAM TOTAL: \$8900**



**ORIGINAL COURSE IMPLEMENTATION DATE:** September 1994  
**REVISED COURSE IMPLEMENTATION DATE:** September 2019  
**COURSE TO BE REVIEWED** (six years after UEC approval): April 2025  
**Course outline form version:** 05/18/2018

## 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 NC08                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Number of Credits:</b> 0 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                  |    |                     |  |                             |  |                                                              |  |                              |    |                                    |  |                    |           |                                                                                                                      |  |
| <b>Course Full Title:</b> Surgical Orders<br><b>Course Short Title:</b><br><i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |    |                                    |  |                    |           |                                                                                                                      |  |
| <b>Faculty:</b> Faculty of Access and Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Department (or program if no department):</b> Continuing Education                                                                                                                                                                                                                                                                                                   |    |                     |  |                             |  |                                                              |  |                              |    |                                    |  |                    |           |                                                                                                                      |  |
| <b>Calendar Description:</b><br>Covers how to process patients' surgical procedures and orders, and describes the various departments and healthcare personnel associated with surgical interventions. Students will consider Indigenous ways of knowing and being as connected with medical procedures and how to process pre- and post-operative orders.                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |    |                                    |  |                    |           |                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | A- or better in HLTH NC07.                                                                                                                                                                                                                                                                                                                                              |    |                     |  |                             |  |                                                              |  |                              |    |                                    |  |                    |           |                                                                                                                      |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | NONE                                                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |    |                                    |  |                    |           |                                                                                                                      |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | NONE                                                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |    |                                    |  |                    |           |                                                                                                                      |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(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.)</i>                                                                                                                                                                                                                                                                          |           | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                                                                                                           |    |                     |  |                             |  |                                                              |  |                              |    |                                    |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit                                                                                |    |                     |  |                             |  |                                                              |  |                              |    |                                    |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="http://bctransferguide.ca">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |    |                     |  |                             |  |                                                              |  |                              |    |                                    |  |                    |           |                                                                                                                      |  |
| <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;">30</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;">10</td> </tr> <tr> <td>Other contact hours: exams/quizzes</td> <td></td> </tr> <tr> <td style="text-align: right;"><b>Total hours</b></td> <td style="text-align: center;"><b>40</b></td> </tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                   | 30 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities | 10 | Other contact hours: exams/quizzes |  | <b>Total hours</b> | <b>40</b> | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 30        |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |    |                                    |  |                    |           |                                                                                                                      |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |    |                                    |  |                    |           |                                                                                                                      |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |    |                                    |  |                    |           |                                                                                                                      |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |    |                                    |  |                    |           |                                                                                                                      |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 10        |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |    |                                    |  |                    |           |                                                                                                                      |  |
| Other contact hours: exams/quizzes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |    |                                    |  |                    |           |                                                                                                                      |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>40</b> |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |    |                                    |  |                    |           |                                                                                                                      |  |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Maximum enrolment (for information only):</b> 24<br><b>Expected Frequency of Course Offerings:</b><br>Once or twice per year <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                                                                                      |    |                     |  |                             |  |                                                              |  |                              |    |                                    |  |                    |           |                                                                                                                      |  |
| <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:

- Identify departments and personnel associated with pre-operative and post-operative surgical interventions
- Use correct procedures to complete a surgical patient admission including chart assembly, pre-operative orders, and Communications required to complete the process
- Identify and use correct procedures to process post-operative orders including patient discharge, medications, activity, nutrition, and communications with other healthcare workers to complete the process accurately and in a timely manner
- Describe common surgical procedures and the patient preparations required for those procedures
- Use common surgical chart forms
- Describe multi-cultural considerations for surgical procedures, including Indigenous ways of knowing and being as connected with medical interventions
- 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, discussions, and simulated practice 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:    | 30% | Assignments: | 25% | Field experience: | % | Professionalism: | 10%  |
| Midterm exam:  | %   | Project:     | 25% | Practicum:        | % | Other:           | %    |
| Quizzes/tests: | 10% | Lab work:    | %   | Shop work:        | % | Total:           | 100% |

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

- Role of unit clerk in surgical areas of the hospital
- Roles and responsibilities of the members of a surgical team
- Pre-operative orders
- Post-operative orders
- PCA and epidural orders
- Forms used in surgical interventions
- Common surgical procedures and patient preparation for these procedures
- Understanding of other cultural healing practices, including Indigenous peoples, and new immigrants with respect to surgical procedures



**Memo for Course Changes — HLTH NC09 Specialty Nursing Areas**

To: UEC

From: Susan Francis, Manager, Continuing Education

Date: November 30, 2018

**Subject: Proposal for revision of Nursing Unit Clerk Certificate — HLTH NC09 Specialty Nursing Areas**

1. Summary of changes (select all that apply):

- ☒ **Six-year review**
- ☒ **Number and/or course code**
- ☒ **Credits and/or total hours**
- ☒ **Title**
- ☒ **Calendar description**
- ☒ **Prerequisites and/or co-requisites**
- ☒ **Frequency of course offering**
- ☒ **Learning outcomes**
- ☒ **Delivery methods and/or texts and resource materials**
- ☒ **PLAR options, grading system, and/or evaluation methods**
- ☐ Discontinuation of course
- ☒ **Other – Please specify: Updated Typical Course Content and Topics, and Typical Evaluation Methods and Weighting**

2. Rationale for change:

**By building on fundamental knowledge learned throughout the earlier courses in the program, this course provides in-depth theory and practical knowledge while preparing students to work in specialty nursing areas. This course will be offered just before the Hospital and Practicum Orientation and will build on prior knowledge.**

3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s):

**This course will equip students to work in nursing specialty areas within the hospital, meeting the additional demands for graduating Nursing Unit Clerks.**

4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs?

**No.**

5. Which program areas have been consulted about the change(s)?

**Health Sciences.**

6. What consideration has been given to indigenizing the curriculum?

**Instructors will infuse indigenous ways of knowing and world views into their course syllabi and include an acknowledgment of unceded territory. Learning outcomes updated to reflect inclusive knowledge pertaining to course content.**

7. If this course is not eligible for PLAR, explain why:  
**N/A.**
8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:
  - a. Credit value — **non-credit programming**
  - b. Class size limit — **24 maximum students**
  - c. Frequency of offering — **at least once per year**
  - d. Resources required (labs, equipment) — **use of existing CE computer lab**  
**Note: this is a revenue-generating course. If minimum enrollments are not met, then the course will be cancelled.**
9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?  
**N/A.**
10. Estimate of the typical costs for this course, including textbooks and other materials:  
**Program Tuition: \$8500 (cost per hour at 550 hours = \$15.45)**  
**Program Textbook and working papers: \$100; one textbook only**  
**Uniform: \$175 (2 scrubs and 1 pair of white shoes)**  
**Program Supplies (approx.): \$125 (USB, photocopying, pens, paper, binder)**  
**PROGRAM TOTAL: \$8900**

CWC comments and responses:

- Memo #8: what is the minimum enrollment for this course? The memo for both this course and HLTH NC02 indicate that the course will be cancelled if minimum enrollments are not met. Does this mean that if a certain number of students do not pass the prerequisite courses, these courses will be cancelled, in effect cancelling the whole program?

*The program is scheduled as a cohort. If sufficient enrollment is not met prior to the first course NC01, then the whole program is cancelled.*



**ORIGINAL COURSE IMPLEMENTATION DATE:** September 1994  
**REVISED COURSE IMPLEMENTATION DATE:** September 2019  
**COURSE TO BE REVIEWED** (six years after UEC approval): April 2025  
**Course outline form version:** 05/18/2018

## 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 NC09                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Number of Credits:</b> 0 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Course Full Title:</b> Specialty Nursing Areas<br><b>Course Short Title:</b><br><i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty:</b> Faculty of Access and Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Department (or program if no department):</b> Continuing Education                                                                                                                                                                                                                                                                           |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Calendar Description:</b><br>By augmenting the principles learned earlier in the program, this course will prepare NUC students to work effectively in a variety of specialty nursing areas, including consideration of Indigenous ways of knowing within specialized medical contexts and healthcare settings.                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | A- or better in HLTH NC08.                                                                                                                                                                                                                                                                                                                      |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | NONE                                                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | NONE                                                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(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.)</i>                                                                                                                                                                                                                                                            |           | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                                                                                   |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit                                                        |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="#">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <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;">30</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;">10</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>40</b></td> </tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                           | 30 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities | 10 | Other contact hours: |  | <b>Total hours</b> | <b>40</b> | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 30        |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 10        |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>40</b> |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Maximum enrolment (for information only):</b> 24<br><b>Expected Frequency of Course Offerings:</b><br>Once or twice per year <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                                                              |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <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:

- Identify the role of the Nursing Unit Clerk
- Describe the types of services
- Describe the typical patient population
- Use appropriate forms correctly
- Demonstrate correct ways to receive and communicate test results
- Demonstrate correct ways to make referrals
- Demonstrate correct ways to process orders
- Use the correct procedures to obtain patient information from outside agencies such as doctor's offices private labs/imaging
- Describe cultural healing practices in specialty nursing areas, including Indigenous ways of knowing within specialized medical contexts, and new immigrants
- Demonstrate professionalism in the classroom environment through attendance, communication, interpersonal relationships, collaboration, and teamwork

For the following specialty areas:

- Obstetrics, Neonatal Intensive Care Unit (NICU), Pediatrics
- General Medical, End of Life, Palliative Care, Hospice
- Intensive Care Unit (ICU), Cardiac Care Unit (CCU) and Emergency (ER)
- Mental Health (Psychiatry and associated outpatient units)
- Home Health/Public Health
- Outpatient Clinics – General/Ambulatory Day Care, Diabetic, Bladder Health, Seniors Clinic, Cardiac, COPD, Cancer, Renal
- Residential Care
- Other

## 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, discussions, and simulated practice 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"/> |           |      |

## Required Additional Supplies and Materials (*Software, hardware, tools, specialized clothing, etc.*)

## Typical Evaluation Methods and Weighting

|                |     |              |     |                   |   |                  |      |
|----------------|-----|--------------|-----|-------------------|---|------------------|------|
| Final exam:    | 35% | Assignments: | 30% | Field experience: | % | Professionalism: | 10%  |
| Midterm exam:  | %   | Project:     |     | Practicum:        | % | Other:           |      |
| Quizzes/tests: | 25% | Exams:       |     | Shop work:        | % | Total:           | 100% |

## Details (if necessary):

## Typical Course Content and Topics

- Types of orders encountered in the specialty areas
- Services offered by each specialty area
- Admission of patients
- Residential Care –difference between sites attached to hospital vs stand-alone sites
- Specialized forms and procedures
- Case studies – patient populations, orders, referrals, communications of test results
- Understanding of other cultural healing practices, including indigenous ways of knowing within specialized medical contexts, and new immigrants with respect to specialty nursing areas

**Memo for Course Changes – HLTH NC10 Practicum**

To: UEC

From: Susan Francis – Manager, Continuing Education

Date: November 30, 2018

**Subject: Proposal for revisions of Nursing Unit Clerk Certificate – Practicum HLTH NC10**

(Summary of changes (select all that apply): [check appropriate boxes below])

- ☒ **Six-year review**
- ☐ **Number and/or course code**
- ☒ **Credits and/or total hours**
- ☐ **Title**
- ☒ **Calendar description**
- ☒ **Prerequisites and/or co-requisites**
- ☐ **Frequency of course offering**
- ☒ **Learning outcomes**
- ☒ **Delivery methods and/or texts and resource materials**
- ☒ **PLAR options, grading system, and/or evaluation methods**
- ☐ **Discontinuation of course**
- ☒ **Other – Please specify: Updated Typical Course Content and Topics, and Typical Evaluation Methods and Weighting**

1. Rationale for change: **6+ year course reviews and alignment to UFV's Guiding Principles for Quality Curriculum.**
2. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s): **Learning outcomes updated to reflect consultation with stakeholders and industry standards. Learning outcomes updated to align with the following program outcomes: 1, 2, 3, 4, 5, 6, 7 and 8.**
3. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs? **N/A**
4. Which program areas have been consulted about the change(s)? **Health Sciences.**
5. What consideration has been given to indigenizing the curriculum  
**. Instructors will infuse indigenous ways of knowing and world views into their course syllabi and include an acknowledgement of unceded territory. Learning outcomes updated to reflect inclusive knowledge pertaining to course content.**
6. If this course is not eligible for PLAR, explain why: **N/A**
7. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:
  - a. Credit value – **N/A**

- b. Class size limit – **N/A**
  - c. Frequency of offering – **Courses that do not meet our minimum student requirement will not be offered.**
  - d. Resources required (labs, equipment) – **N/A**
8. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? **No field trips required for this course.**
9. Estimate of the typical costs for this course, including textbooks and other materials:
- Program Tuition: \$8500 (cost per hour at 550 hours = \$15.45)**  
**Program Textbook and working papers: \$100; one textbook only**  
**Uniform: \$175 (2 scrubs and 1 pair of white shoes)**  
**Program Supplies (approx.): \$125 (USB, photocopying, pens, paper, binder)**  
**PROGRAM TOTAL: \$8900**



**ORIGINAL COURSE IMPLEMENTATION DATE:** September 1994  
**REVISED COURSE IMPLEMENTATION DATE:** September 2019  
**COURSE TO BE REVIEWED** (six years after UEC approval): April 2025  
**Course outline form version:** 05/18/2018

## 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 NC10                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |            | <b>Number of Credits:</b> 0 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                   |   |                     |  |                             |  |                                                              |     |                              |   |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                           |  |
| <b>Course Full Title:</b> Practicum<br><b>Course Short Title:</b><br><i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |            |                                                                                                                                                                                                                                                                                          |   |                     |  |                             |  |                                                              |     |                              |   |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                           |  |
| <b>Faculty:</b> Faculty of Access and Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |            | <b>Department (or program if no department):</b> Continuing Education                                                                                                                                                                                                                    |   |                     |  |                             |  |                                                              |     |                              |   |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                           |  |
| <b>Calendar Description:</b><br>Students will demonstrate an understanding of the Nursing Unit Clerk role in a hospital setting and apply any learned theories. Under the direction of a supervisor, students will apply professionalism and reflective learning practices, including Indigenous ways of knowing, being, and worldviews in healthcare practices.                                                                                                                                                                                                                                                                                                                                                                 |            |                                                                                                                                                                                                                                                                                          |   |                     |  |                             |  |                                                              |     |                              |   |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                           |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |            | A- or better in: NC01, NC02, NC03, NC04, NC05, NC06, NC07, NC08, NC09, NC11, NC12.                                                                                                                                                                                                       |   |                     |  |                             |  |                                                              |     |                              |   |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                           |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |            | NONE                                                                                                                                                                                                                                                                                     |   |                     |  |                             |  |                                                              |     |                              |   |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                           |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |            | NONE                                                                                                                                                                                                                                                                                     |   |                     |  |                             |  |                                                              |     |                              |   |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                           |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(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.)</i>                                                                                                                                                                                                                                                                                                           |            | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                            |   |                     |  |                             |  |                                                              |     |                              |   |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                           |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |            | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit |   |                     |  |                             |  |                                                              |     |                              |   |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                           |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td>Lecture/seminar hours</td> <td style="text-align: center;">3</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 style="text-align: center;">150</td> </tr> <tr> <td>Supervised online activities</td> <td style="text-align: center;">2</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>155</b></td> </tr> </table> |            | Lecture/seminar hours                                                                                                                                                                                                                                                                    | 3 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) | 150 | Supervised online activities | 2 | Other contact hours: |  | <b>Total hours</b> | <b>155</b> | <b>Transfer Credit</b><br>Transfer credit already exists: (See <a href="#">bctransferguide.ca</a> .)<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 3          |                                                                                                                                                                                                                                                                                          |   |                     |  |                             |  |                                                              |     |                              |   |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                           |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |            |                                                                                                                                                                                                                                                                                          |   |                     |  |                             |  |                                                              |     |                              |   |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                           |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |            |                                                                                                                                                                                                                                                                                          |   |                     |  |                             |  |                                                              |     |                              |   |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                           |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 150        |                                                                                                                                                                                                                                                                                          |   |                     |  |                             |  |                                                              |     |                              |   |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                           |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 2          |                                                                                                                                                                                                                                                                                          |   |                     |  |                             |  |                                                              |     |                              |   |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                           |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |            |                                                                                                                                                                                                                                                                                          |   |                     |  |                             |  |                                                              |     |                              |   |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                           |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>155</b> |                                                                                                                                                                                                                                                                                          |   |                     |  |                             |  |                                                              |     |                              |   |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                           |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |            | <b>Grading System</b><br><input type="checkbox"/> Letter Grades <input checked="" type="checkbox"/> Credit/No Credit                                                                                                                                                                     |   |                     |  |                             |  |                                                              |     |                              |   |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                           |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |            | <b>Maximum enrolment (for information only):</b> 24<br><b>Expected Frequency of Course Offerings:</b><br>Once or twice per year <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                       |   |                     |  |                             |  |                                                              |     |                              |   |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                           |  |
| <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:

- Apply practical skills and theoretical knowledge learned in the program to a healthcare environment
- Work professionally in a hospital environment
- Use effective communication skills when responding to patient and visitor inquiries by email/in person/via the telephone and when working with all hospital staff
- Prioritize workload while applying effective strategies for working in a fast-paced environment
- produce written information as required accurately and legibly
- Develop and uphold professional relationships with hospital staff
- Employ protocols used within the hospital environment including limitations on NUC role and appropriate resources
- Utilize policies and practices related to diversity and multi-culturalism
- Apply reflective practice of policies and practices with deliberation of an Indigenous lens within healthcare
- Identify the components of an effective peer resource network
- Identify professional development opportunities
- Demonstrate professionalism through attendance, communication, interpersonal relationships, collaboration, team work, communication skills

## 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.)*

Complete a minimum of 150 hours work experience on an acute hospital ward, including self-reflective field journal entries.

**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: | % | Field experience: | %   | Portfolio:                  | %    |
| Midterm exam:  | % | Project:     | % | Practicum:        | 90% | Reflective/Journal Entries: | 10%  |
| Quizzes/tests: | % | Lab work:    | % | Shop work:        | %   | Total:                      | 100% |

**Details (if necessary):** Evaluation form completed by proctor and supervising instructor with satisfactory performance. No letter grade attached to this module. Students are issued a Credit/No Credit.

## Typical Course Content and Topics

- 150 hours of on-site practicum experience at a hospital.
- Reflective journaling.



**Memo for Course Changes – HLTH NC 11 Practicum Orientation)****HLTH NC 11 was previously Hospital and Practicum Orientation**

To: UEC

From: Susan Francis – Manager, Continuing Education

Date: November 30, 2018

**Subject: Proposal for revisions of Nursing Unit Clerk Certificate – HLTH NC 11 Practicum Orientation (HLTH NC11 was previously Hospital and Practicum Orientation)**

(Summary of changes (select all that apply): [check appropriate boxes below])

- ☒ **Six-year review**
- ☐ **Number and/or course code**
- ☒ **Credits and/or total hours**
- ☒ **Title**
- ☒ **Calendar description**
- ☒ **Prerequisites and/or co-requisites**
- ☐ **Frequency of course offering**
- ☒ **Learning outcomes**
- ☒ **Delivery methods and/or texts and resource materials**
- ☒ **PLAR options, grading system, and/or evaluation methods**
- ☐ **Discontinuation of course**
- ☐ **Other – Please specify: Updated Typical Course Content and Topics, and Typical Evaluation Methods and Weighting**

1. Rationale for change: **6+ year course reviews and alignment to UFV's Guiding Principles for Quality Curriculum. Updated courses.**
2. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s): **Learning outcomes updated to reflect consultation with stakeholders and industry standards. Learning outcomes updated to align with the following program outcomes: 1, 2, 3, 7 and 8.**
3. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs? **N/A**
4. Which program areas have been consulted about the change(s)? **Health Sciences.**
5. What consideration has been given to indigenizing the curriculum  
**Instructors will infuse indigenous ways of knowing and world views into their course syllabi and include an acknowledgement of unceded territory. Learning outcomes updated to reflect inclusive knowledge pertaining to course content.**
6. If this course is not eligible for PLAR, explain why: **N/A**

7. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:
  - a. Credit value – **N/A**
  - b. Class size limit – **N/A**
  - c. Frequency of offering – **Courses that do not meet our minimum student requirement will not be offered.**
  - d. Resources required (labs, equipment) – **N/A**
8. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? **N/A**
9. Estimate of the typical costs for this course, including textbooks and other materials:

**Program Tuition: \$8500 (cost per hour at 550 hours = \$15.45)**  
**Program Textbook and working papers: \$100; one textbook only**  
**Uniform: \$175 (2 scrubs and 1 pair of white shoes)**  
**Program Supplies (approx.): \$125 (USB, photocopying, pens, paper, binder)**  
**PROGRAM TOTAL: \$8900**



**ORIGINAL COURSE IMPLEMENTATION DATE:** September 1994  
**REVISED COURSE IMPLEMENTATION DATE:** September 2019  
**COURSE TO BE REVIEWED** (six years after UEC approval): April 2025  
**Course outline form version:** 05/18/2018

## 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 NC11                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Number of Credits:</b> 0 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                  |    |                     |  |                             |  |                                                              |   |                              |   |                                                |  |                    |           |                                                                                                                      |  |
| <b>Course Full Title:</b> Practicum Orientation<br><b>Course Short Title:</b><br><i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |   |                              |   |                                                |  |                    |           |                                                                                                                      |  |
| <b>Faculty:</b> Faculty of Access and Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Department (or program if no department):</b> Continuing Education                                                                                                                                                                                                                                                                                                   |    |                     |  |                             |  |                                                              |   |                              |   |                                                |  |                    |           |                                                                                                                      |  |
| <b>Calendar Description:</b><br>Introduces students to hospital scheduling, staffing procedures, and technology/software used by hospitals. Students will examine and practice workplace professionalism protocols and techniques, complete a job search, prepare employment documents, and participate in interview activities.                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |   |                              |   |                                                |  |                    |           |                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | A- or better in HLTH NC12.                                                                                                                                                                                                                                                                                                                                              |    |                     |  |                             |  |                                                              |   |                              |   |                                                |  |                    |           |                                                                                                                      |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | NONE                                                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |   |                              |   |                                                |  |                    |           |                                                                                                                      |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | NONE                                                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |   |                              |   |                                                |  |                    |           |                                                                                                                      |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(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.)</i>                                                                                                                                                                                                                                                                                                                                   |           | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                                                                                                           |    |                     |  |                             |  |                                                              |   |                              |   |                                                |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit                                                                                |    |                     |  |                             |  |                                                              |   |                              |   |                                                |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="http://bctransferguide.ca">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |    |                     |  |                             |  |                                                              |   |                              |   |                                                |  |                    |           |                                                                                                                      |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td>Lecture/seminar hours</td> <td style="text-align: center;">10</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 style="text-align: center;">9</td> </tr> <tr> <td>Supervised online activities</td> <td style="text-align: center;">6</td> </tr> <tr> <td>Other contact hours: Student directed learning</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                                                                                                                                                                                                                                                                                                                                                   | 10 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) | 9 | Supervised online activities | 6 | Other contact hours: Student directed learning |  | <b>Total hours</b> | <b>25</b> | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 10        |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |   |                              |   |                                                |  |                    |           |                                                                                                                      |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |   |                              |   |                                                |  |                    |           |                                                                                                                      |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |   |                              |   |                                                |  |                    |           |                                                                                                                      |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 9         |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |   |                              |   |                                                |  |                    |           |                                                                                                                      |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 6         |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |   |                              |   |                                                |  |                    |           |                                                                                                                      |  |
| Other contact hours: Student directed learning                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |   |                              |   |                                                |  |                    |           |                                                                                                                      |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>25</b> |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |   |                              |   |                                                |  |                    |           |                                                                                                                      |  |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Maximum enrolment (for information only):</b> 24<br><b>Expected Frequency of Course Offerings:</b><br>Once or twice per year <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                                                                                      |    |                     |  |                             |  |                                                              |   |                              |   |                                                |  |                    |           |                                                                                                                      |  |
| <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                                                                                                                                                                                                                                                                                                                                  |    |                     |  |                             |  |                                                              |   |                              |   |                                                |  |                    |           |                                                                                                                      |  |

HLTH NC11

University of the Fraser Valley Official Undergraduate Course Outline

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## Learning Outcomes:

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

- Operate hospital technologies and software
- Describe the student unit clerk's role during the practicum experience and describe professionalism protocols during practicum placement
- Complete a job search
- Prepare employment documents – cover letter, resume, and reference sheet
- Participate in interview activities specific to the field
- 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, discussions, field experience, and self-directed and reflective learning.

**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: | 30% | Field experience: | % | Reflective Entries: | 30%  |
| Midterm exam:      | %   | Project:     | %   | Practicum:        | % | Professionalism     | 10%  |
| Computer Projects: | 30% | :            | %   |                   | % | Total:              | 100% |

## Details (if necessary):

## Typical Course Content and Topics

- Introduction to hospital technology and software
- Professionalism in the workplace, including decorum, and practicum attendance requirements
- Identify any cultural specific practices as they pertain to Indigenous or other cultures
- Strategies for obtaining employment as a Nursing Unit Clerk, including expectancy of shift work and on-call protocols
- Labour market information
- Job search
- Cover letters, resumes, reference sheet
- Interview activities

**Memo for Course Changes – HLTH NC 12 Medical Imaging****HLTH NC 12 was previously Laboratory Orders**

To: UEC

From: Susan Francis – Manager, Continuing Education

Date: November 30, 2018

**Subject: Proposal for revisions of Nursing Unit Clerk Certificate – HLTH NC 12 Medical Imaging**

**HLTH NC 12 was previously Laboratory Orders**

(Summary of changes (select all that apply): [check appropriate boxes below])

- ☒ **Six-year review**
- ☒ **Number and/or course code**
- ☒ **Credits and/or total hours**
- ☒ **Title**
- ☒ **Calendar description**
- ☒ **Prerequisites and/or co-requisites**
- ☐ **Frequency of course offering**
- ☒ **Learning outcomes**
- ☒ **Delivery methods and/or texts and resource materials**
- ☒ **PLAR options, grading system, and/or evaluation methods**
- ☐ **Discontinuation of course**
- ☒ **Other – Please specify: Updated Typical Course Content and Topics, and Typical Evaluation Methods and Weighting**

1. Rationale for change: **6+ year course reviews and alignment to UFV's Guiding Principles for Quality Curriculum. Updated courses and order.**
2. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s): **Learning outcomes updated to reflect consultation with stakeholders and industry standards. Learning outcomes updated to align with the following program outcomes: 1, 2, 3, 5, 7 and 8.**
3. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs? **N/A**
4. Which program areas have been consulted about the change(s)? **Health Sciences.**
5. What consideration has been given to indigenizing the curriculum?  
**Instructors will infuse indigenous ways of knowing and world views into their course syllabi and include an acknowledgement of unceded territory. Learning outcomes updated to reflect inclusive knowledge pertaining to course content.**
6. If this course is not eligible for PLAR, explain why: **N/A**

7. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:
  - a. Credit value – **N/A**
  - b. Class size limit – **N/A**
  - c. Frequency of offering – **Courses that do not meet our minimum student requirement will not be offered.**
  - d. Resources required (labs, equipment) – **N/A**
8. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? **N/A**
9. Estimate of the typical costs for this course, including textbooks and other materials:

**Program Tuition: \$8500 (cost per hour at 550 hours = \$15.45)**  
**Program Textbook and working papers: \$100; one textbook only**  
**Uniform: \$175 (2 scrubs and 1 pair of white shoes)**  
**Program Supplies (approx.): \$125 (USB, photocopying, pens, paper, binder)**  
**PROGRAM TOTAL: \$8900**



ORIGINAL COURSE IMPLEMENTATION DATE: September 1994  
 REVISED COURSE IMPLEMENTATION DATE: September 2019  
 COURSE TO BE REVIEWED (six years after UEC approval): April 2025  
 Course outline form version: 05/18/2018

## 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 NC12                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Number of Credits:</b> 0 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                  |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Course Full Title:</b> Medical Imaging<br><b>Course Short Title:</b><br><i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty:</b> Faculty of Access and Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Department (or program if no department):</b> Continuing Education                                                                                                                                                                                                                                                                                                   |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Calendar Description:</b><br>Covers processing medical imaging orders using the correct level of priority. Students will learn the different modalities of the medical imaging department and how to receive and communicate medical imaging test results, including cultural sensitivity within Indigenous knowledge systems and ways of being.                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | A- or better in HLTH NC06.                                                                                                                                                                                                                                                                                                                                              |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | NONE                                                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | NONE                                                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(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.)</i>                                                                                             |           | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                                                                                                           |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit                                                                                |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="http://bctransferguide.ca">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1"> <tr> <td>Lecture/seminar hours</td> <td>30</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>10</td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td><b>Total hours</b></td> <td><b>40</b></td> </tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                   | 30 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities | 10 | Other contact hours: |  | <b>Total hours</b> | <b>40</b> | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 30        |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 10        |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>40</b> |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Maximum enrolment (for information only):</b> 24<br><b>Expected Frequency of Course Offerings:</b><br>Once or twice per year <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                                                                                      |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <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                                                                                                                                                                                                                                                                                                                                  |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |

HLTH NC12

University of the Fraser Valley Official Undergraduate Course Outline

Page 2 of 2

## Learning Outcomes:

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

- Identify the role of the medical imaging Nursing Unit Clerk
- Identify the modalities within the Medical Imaging Department
- Identify and use correct procedures to process orders for medical imaging
- Demonstrate the correct use of ordering priorities based on urgency of request
- Communicate with patients' families and other healthcare providers regarding patient preparation prior to medical imaging testing
- Describe Picture Archiving and Communication System (PACS)
- Use correct procedures to book patient transportation for medical imaging testing
- Demonstrate the correct way to receive and communicate medical imaging test results
- Employ culturally appropriate/sensitive methods to communicate medical imaging test results, including Indigenous worldviews
- 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.*)

Lecture, discussions, simulated practice 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:    | 30% | Assignments: | 25% | Field experience: | % | Professionalism: | 10%  |
| Midterm exam:  | %   | Project:     | 25% | Practicum:        | % | Other:           | %    |
| Quizzes/tests: | 10% | Lab work:    | %   | Shop work:        | % | Total:           | 100% |

**Details (if necessary):**

## Typical Course Content and Topics

- Job description of a Medical Imaging Unit Clerk.
- Modalities within Medical Imaging such as ultrasound, X-Ray, and CT scans
- Medical imaging terminology and abbreviations
- Various medical imaging tests
- Various medical imaging orders
- Patient preparation for medical imaging testing
- Receiving and communicating medical imaging test results
- Patient transportation including hospital porters, ambulance, SNT, and family
- Respect for cultural practices, including indigenous peoples, and new immigrants



**Memo for Program Changes**

To: UEC

From: Susan Francis, Manager, Continuing Education

Date: November 30, 2018

**Subject: Program change (Nursing Unit Clerk Certificate Program)**

1. Summary of changes (select all the apply):
  - ☐ Program revision that requires new resources
  - ☒ Addition of new course options or deletion or substitution of a required course
  - ☒ Change to the majority of courses in an approved program
  - ☐ Change to the duration, philosophy, or direction of a program
  - ☐ Addition of a new field of specialization, such as a concentration
  - ☒ Change in requirements for admission
  - ☒ Change in requirements for residency or continuance
  - ☐ Change in admission quotas
  - ☐ Change which triggers an external review
  - ☐ Deletion of a program not included in the Program Discontinuance policy
  - ☐ Other – Please specify:
2. Rationale for change(s): **Revisions, updates, and change in order of courses were made based on feedback from NUC's, instructors, and hospitals.**
3. If program outcomes are new or substantially changed, explain how they align with the Institutional Learning Outcomes: **Updated to reflect current industry protocols, standards and requirements.**
4. What consideration has been given to indigenizing the curriculum?  
**Instructors will infuse indigenous ways of knowing and world views into their course syllabi and include an acknowledgement of unceded territory.**
5. Will additional resources be required? If so, how will these costs be covered? **No.**
6. How will students be impacted? (Indicate the projected number of students impacted.) Is the change expected to increase/decrease enrolment in the program? **The program revisions will benefit students. Revisions will provide students with more information about the program as details have been added to the Calendar Copy. Changes to the entrance requirements will promote greater student success. Content of program has been updated to reflect current industry protocols, standards and requirements.**
7. Does the number of required core or elective credits from the program-specific discipline change? If so, will this change the total number of courses to be offered within the discipline? **The number of courses remains the same.**

8. Identify any available resources that will be used to accommodate the program changes. (Eg. seats in existing classes, conversion of sections, timetabling changes, deletion of courses, etc.) **Existing resources are sufficient to accommodate the program changes.**
9. Is the number of required or elective courses from other disciplines in the program changing? If so, what is the estimated impact to enrolments in these courses? Provide a memo from the respective dean(s) of the impacted faculty to confirm if budgetary implications have been considered and addressed. **No.**
10. Provide a memo from the program's dean to confirm that budgetary implications of the proposed changes have been considered and will be addressed within the faculty budget. **Attached**

Program comments:

- The calendar introduction indicates that this is for both students who want to work as nursing unit clerks and those already doing so. Can those already employed as a nursing unit clerk choose to take only some of the courses? **Removed reference to those already employed.**
- Continuance and probation section does not specify whose permission is required to repeat a course twice. **Completed - permission by the Continuing Education Director added.**
- An increased student demand is indicated as a reason for increasing the number of seats; is there similarly a demand for graduates of this program in the workforce? **Over the last five years, the number of NUC graduates gaining employment within the first three months continues to increase.**

General course comments:

- HLTH NC00 is not mentioned, except to be removed from the program. Is it your intention to discontinue this course? (If so, a request to do so should be included by way of a discontinuation memo.) **This course will be discontinued following the approval and implementation of the revised NUC program changes.**
- Calendar descriptions: the phrase “including Indigenous world views” is not always included in appropriate places. Is there a better way to communicate this? Suggest reviewing this and consulting with Indigenous Affairs. Additionally, “Indigenous” should always be capitalized, and “worldviews” should be one word. **Capitalization of “Indigenous” and correcting “worldviews” has been completed. The Teaching and Learning Specialist (Indigenization) was consulted. Following her feedback, the Program Working Group adjusted wording in course descriptions and outcomes to better align and communicate how Indigenous content relates to the course content. As course descriptions are limited to 40 words, what the Program Working Group means by “exploring Indigenous worldviews” and “value Indigenous worldviews” and “Indigenous worldviews connected with...” is that the NUC will be inclusive and sensitive to indigenous patients who may have different worldviews around values such as their family, healthcare services and illness. NUCs will value indigenous patients as individuals with a varying degree of experience with the healthcare system, and also those who have experienced different forms of healthcare such as traditional medicine. Finally, the NUC will respect and honor their choice when it differs from the possible current mainstream treatment options.**
- Is there a reason for maintaining the existing numbering system, or would it make sense to change to the system used by other courses, i.e. HLTH 001, 002, etc.? **CE will work with OREG in the coming year to develop a consistent course numbering system for all CE programs that aligns with the institution**

Academic Calendar Fall 2018

CONTINUING EDUCATION

[ufv.ca/ce](http://ufv.ca/ce)

## Nursing Unit Clerk certificate

This certificate program is designed to prepare students to work as nursing unit clerks, ~~or to upgrade their skills if presently employed as nursing unit clerks.~~

Recommended characteristics for successful Nursing Unit Clerks:

- Patience and composure under stress
- Concern for the welfare of others
- Previous hospital experience (may include volunteer work)
- Ability to work under close direction as part of a health care team
- Ability and willingness to do shift work
- Communication and people skills, diplomatic front-line people.

## Program learning outcomes goal

The goal of the program is to provide students with the knowledge and skills to perform the duties required of a nursing unit clerk.

Graduates will be able to:

- Employ effective communication strategies ~~Communicate effectively~~ with patients, visitors, and other members of the health care team.
- ~~Demonstrate an understanding of~~ Explain ~~Compare and contrast~~ the organizational structure, and explain the functions of the various departments of a hospital, ~~such as registration, laboratory, medical imaging, pharmacy and dietary.~~
- ~~Demonstrate the ability to~~ prioritize workload while applying ~~Function~~ effectively strategies to work in a fast-paced environment, ~~often in emergency situations.~~ Demonstrate the ability to prioritize workload
- Identify and apply the correct procedure for ~~p~~rocessing doctors' orders and requests, including admissions, discharges, and transfers.
- Demonstrate ~~Perform~~ clerical duties related to hospital nursing unit and patient records.

- Identify, pronounce, and accurately spell the names of commonly used medical terms and medications ~~hospital drugs.~~
  - ~~Work~~ Demonstrate the ability to work collaboratively as part of the health care team while contributing to patient-centered care. ~~Perform clerical duties relating to that will ensure the overall care of patients~~
1. ~~Perform standard receptionist duties~~
  - ~~Identify and explain~~ Have a knowledge ~~protocols of and ability to to comply work within~~ general hospital code of ethics and confidentiality.
  2. ~~Perform scheduling tasks that include sick coverage, vacation coverage, and payroll~~

## Entrance requirements

2. ~~Completion of grade 12 or equivalent.~~
3. ~~Proficient use of the English language. (See English language proficiency requirement for details on this requirement.) A final grade of C+ or better in English 12 (see Note), or a CPT (Composition Placement Test) score of 48 or better or successful completion of ELS (English Language Studies) course-level 080 English Communications 12, A or better, English 11 of C+, English 12 with a C, ENGL 081 C+ or better, ENGL 091 with a C or better, EAP 084 with C+ or better, CPT score 41 or equivalent UFV assessment, CLB Level 8 overall with no skills less than 7, meets the English language proficiency requirement.~~

Note: English 12 equivalent courses include English 12 First Peoples, English Literature 12, AP English,

One of and IB English A (standard level or higher level).

1. B.C. secondary school graduation (or equivalent) or minimum of 19 years of age before the first day of classes.
2. Proficient in the use of the English language as evidenced by one of the. This level may be met by one or more of the following:
  - English Studies 12 or English 12, with C or better
  - 4 credits of English Language Arts 11 or English 11, with a C+ or better
  - Communications 12 with A or better;
  - ENGL 081 with C+ or better
  - ENGL 091 with a C or better
  - EAP 084 with a C+ or better
  - UFV CPT (Composition Placement Test) with a score of 41 or higher;
  - Canadian Language Benchmark placement test (CLBPT) Level 8 overall with no skill less than 7.

1.3. A minimum typing speed of 30 wpm typing speed. (~~Attach copy of certificate. Complete UFV CE keyboarding words per minute (applicants may take the UFV CE keyboarding assessment) (See Note 1). assessment.~~)\*See Note 2

2. ~~Willingness to undergo a Satisfactory Cccriminal records clearance check.~~

~~Willingness to obtain Complete required immunizationsinoculations prior to participate in hospital practicum placement.~~

~~Successful completion of the Nursing Unit Clerk assessment willmay be required, which will be used to help determine suitability to the program. \*See Note 1~~

~~Successful interview with program coordinator instructors may be required.~~

3. ~~Submission of a health assessment signed by a health professional indicating mental and emotional wellnessstability. (Fform will be provided.)~~

4. ~~Personal suitability recommended skills and attributes:es~~

~~a. patience and composure under stress~~

~~b. concern for the welfare of others~~

~~c. previous hospital experience~~

~~d. ability to work under close direction as part of a health care team~~

~~e. ability and willingness to do shift work~~

~~f. communication and people skills, diplomatic front line people.~~

~~Note 1: Alt is assumed that applicants must will possess basic computer skills and accurate spelling, grammar, and punctuation skills.~~

Note 12: 40 wpm typing speed is required for graduation from the program and employment within Fraser Health.

### Other requirements

- Submission of a satisfactory Criminal Reference Check.
- Successful completion of the Nursing Unit Clerk assessment (Ssee Note 1).

- Submission of a health assessment signed by a health professional indicating mental and emotional wellness. (Form will be provided.)

Note 1: Applicants must possess basic computer skills and accurate spelling, grammar, and punctuation skills.

### Practicum requirements

Students are required to have the following to be eligible for a practicum placement.

- Completion of up to date immunization program and complete Tuberculosis (TB) Test to participate in hospital practicum placement. (Form will be provided)

### When to apply

Applications are accepted on a continuous basis throughout the year. Qualified applicants are considered for the next intake in which there is space. See **Continuous application process** for more information.

### How to apply

1. Apply online at **[ufv.ca/admissions/apply](http://ufv.ca/admissions/apply)**.
2. Attach all required documentation and return completed registration package to the Office of the Registrar (OReg).

### Fees and additional costs

Please see the **Continuing Education** webpage for current fee information.

### Financial aid

Financial aid is available from a variety of sources. For more information, contact the Financial Aid and Awards office at either the Abbotsford or Chilliwack campus. A variety of bursary applications are also available from the Financial Aid and Awards offices.

### Student evaluation

Students will be evaluated for each course in the program on classroom participation and professionalism, classroom assignments, study and group projects, examination, and a practicum, as well as by examination. Students must maintain a grade percentage of 80% (letter grade of A-) and an attendance record of 90% in each course. Students need to successfully complete each course in order to continue into the next course, per module. Students You must successfully complete all theory components prior to practicum placement. Successful completion of both theory and practicum must be achieved to obtain the certificate.

### Dates and location

### Course schedule

This full-time program usually runs Monday to Friday (no class Wednesdays) during the daytime at UFV's Clearbrook Centre in the Fall, Winter, and ~~and~~ Summer semesters.

### Program outline

| <u>Module</u><br><u>Course</u>                                                                                                        | Hours       |
|---------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <u>HLTH NC01</u> <del>—</del> Professionalism and Communication                                                                       | <u>20</u>   |
| <u>HLTH NC01</u> <del>—</del> Communication Skills for the Nursing Unit Clerk<br><u>Professionalism and Communication (HLTH NC01)</u> | <u>230</u>  |
| <u>HLTH NC02</u> <del>—</del> Unit Clerk Fundamentals Medical Terminology (HLTH NC00)                                                 | <u>2545</u> |
| <u>HLTH NC03</u> <del>—</del> Admissions, Transfers, Discharges, and Patient Records                                                  | <u>30</u>   |



|                                                                                                                                                                                                                         |                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| <del>HLTH NC043</del> <del>Principles of Medical Terminology and Pharmacology</del><br><del>Patient Chart Records (HLTH NC02)</del>                                                                                     | <del>40</del> 15                |
| <del>HLTH NC05</del> <del>Medical Terminology and Pharmacology II</del> <del>HLTH NC04</del> <del>Admissions, Transfers, Discharges and Patient Records</del><br><del>Admissions/Transfers/Discharges (HLTH NC03)</del> | <del>65</del> 30 <del>27</del>  |
| <del>HLTH NC06</del> <del>Diagnostics</del> <del>HLTH NC05</del> <del>Application of Medical Terminology and Pharmacology II</del> <del>Pharmacology I (HLTH NC04)</del>                                                | <del>30</del> 65 <del>30</del>  |
| <del>HLTH NC07</del> 6 <del>Laboratory Orders</del> <del>Pharmacology II (HLTH NC05)</del>                                                                                                                              | <del>45</del> 40                |
| <del>HLTH NC08</del> <del>Surgical Orders</del>                                                                                                                                                                         | <del>40</del>                   |
| <del>HLTH NC09</del> <del>Specialty Nursing Areas</del>                                                                                                                                                                 | <del>40</del>                   |
| <del>HLTH NC10</del> <del>Practicum</del> <del>HLTH NC07</del> <del>Medical Imaging</del> <del>Diagnostic Orders (HLTH NC06)</del>                                                                                      | <del>155</del> 40 <del>36</del> |
| <del>HLTH NC11</del> <del>Practicum Orientation</del> <del>HLTH NC08</del> <del>Diagnostics</del> <del>Medical Imaging (HLTH NC12)</del>                                                                                | <del>25</del> 30 <del>6</del>   |

|                                                                                                                        |                           |
|------------------------------------------------------------------------------------------------------------------------|---------------------------|
| <del>HLTH NC12 — Medical Imaging</del> <del>HLTH NC09 — Surgical Orders</del> <del>Laboratory Orders (HLTH NC07)</del> | <del>4040</del> <b>48</b> |
| <del>HLTH NC10 — Specialty Nursing Areas</del> <del>Surgical Orders (HLTH NC08)</del>                                  | <del>4036</del>           |
| <del>HLTH NC11 — Hospital and Practicum Orientation</del> <del>Therapeutic Orders (HLTH NC09)</del>                    | <del>2533</del>           |
| <del>HLTH NC12 — Practicum</del> <del>Hospital Practices (HLTH NC11)</del>                                             | <del>15524</del>          |
| <del>Practicum (HLTH NC10)</del>                                                                                       | <del>150</del>            |
| <b>Total hours (including <del>practicum</del>practicum)</b>                                                           | <b><del>5555</del>50</b>  |

### Practicum regulations

Students are required to have the following to be eligible for a practicum placement.

1. Completion of up-to-date immunization program and complete Tuberculosis (TB) Test to participate in hospital practicum placement. (Form will be provided)

### Student evaluation

Students will be evaluated on classroom participation and professionalism, classroom assignments, study and group projects, examination, and a practicum. Students must maintain a grade percentage of 80% (letter grade of A-) in each course. Students need to successfully complete each course in order to continue into the next course. Students must successfully

complete all theory components prior to practicum placement. Successful completion of both theory and practicum must be achieved to obtain the certificate.

### Continuance and probation

Students must achieve a minimum 80% grade in each course to progress to the next course. Students who do not achieve a minimum 80% grade in a course may repeat the course ~~once,~~ and twice with permission by the Continuing Education Director ~~additional time.~~ Students must successfully complete the ~~PP~~ practicum with a Complete. The Practicum course may not be repeated.

### Course repetition

See UFV's Course Repeat policy (86).

### Readmission

A student may apply for readmission after withdrawal. The student must meet the admission requirements for the program, including any specific readmission criteria if they apply to return to the same program. Readmission to the same program is not guaranteed. A student who is readmitted after being required to withdraw will return on academic probation.

### Residency

~~At least 100% of T~~he entire program must be completed at UFV.

### Graduation requirements

All courses must be successfully completed with a minimum 80% grade.

Students must attain a typing speed of 40 wpm.

In addition, students must complete courses within three years of program start. See the Graduation section of the calendar for more information.

### ~~Maximum length of time to complete program~~

~~Students must complete the program requirements within three consecutive years.~~

**Memo for New Course**

To: UEC

From: Jason Thomas (Chair, Chemistry Honours Program Working Group)

Date: April 26, 2019

**Subject: Proposal for new course (CHEM 499 Honours Research and Thesis in Chemistry)**

1. Rationale for new course:

This is a required capstone course that provides in-depth research experience for students enrolled in the newly developed Chemistry honours program. This course is not available to students in any other programs.

2. How this new course fits into program(s):

Chemistry honours program students will take this course in their final year of study.

3. Explain how the course learning outcomes align with the learning outcomes of the program(s):

The chemistry department is currently developing learning outcomes for all of its programs, and hopes to complete this process in spring 2019.

4. Will this course be required by any program beyond the discipline? If so, how will this course affect that program or programs?

No.

5. Which program areas have been consulted about the course?

Chemistry, Faculty of Science

6. If a new discipline designation is required, explain why:

N/A

7. What consideration has been given to indigenizing the curriculum?

Indigenization is encouraged at the program level through breadth/elective requirements where students can choose from courses where indigenization is appropriate to the course content and discipline. CHEM 499 provides the opportunity for students to propose projects that investigate relationships between science and Indigenous experience and/or ways of knowing, and the department would welcome projects with an Indigenous focus or component.

8. If this course is not eligible for PLAR, explain why:

As a capstone research course, CHEM 499 is one of the most essential elements of the proposed honours program. Therefore we require that this course be completed at UFV.

9. Explain how each of the following will affect the budget for your area or any other area:

We anticipate that implementation of this new course will have little significant effect on the budget for the chemistry department.

## a. Credit value

Tuition is used to compensate supervising faculty members as is currently the case with all research and directed studies courses in science. Thus the departmental budget is not affected by increased credit value (12 credits for CHEM 499) for research in the honours program.

## b. Class size limit

Class size is limited by the availability of research projects with faculty members. We do not anticipate that student demand will exceed the ability of faculty members to offer research projects.

## c. Frequency of offering:

Annually

## d. Resources required (labs, equipment)

Adequate equipment and instrumentation for research already exists in the department. Chemicals and supplies are purchased through the research grants held by faculty members.

## 10. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?

No field trips are required.

## 11. Estimate of the typical costs for this course, including textbooks and other materials:

Costs to students are very minimal for this course. No textbooks are required. Although optional, students may wish to purchase their own personal protective equipment (lab coat and safety glasses which might cost about \$60).

**Response to UEC Screening comments, April 2019**

| UEC Screening comments                                                                                | Responses                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Why are students with credit for CHEM 407, 408, 409, or 410 not about to take this course for credit? | CHEM 407, 408, 409 are directed studies/research courses intended for majors students only. CHEM 410 is a more demanding research course open only to honours students. Honours students may not take any of CHEM 407, 408, or 409, as they are already undertaking a major research project/thesis worth 12 credits in CHEM 410. If chemistry honours students took CHEM 407, 408, or 409, they could satisfy some or all of the upper level CHEM elective credits with research/directed studies credits. The upper level CHEM elective credits are intended to be 400-level chemistry lecture courses. |



ORIGINAL COURSE IMPLEMENTATION DATE: January 2020  
 REVISED COURSE IMPLEMENTATION DATE:  
 COURSE TO BE REVIEWED (six years after UEC approval): April 2025  
 Course outline form version: 05/18/2018

## 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> CHEM 499                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |            | <b>Number of Credits:</b> 12 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                         |  |                     |  |                             |    |                                                              |     |                              |  |                                             |    |                    |            |                                                                                                                      |  |
| <b>Course Full Title:</b> Honours Research and Thesis in Chemistry<br><b>Course Short Title:</b> Chemistry Honours Thesis<br><i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>                                                                                                                                                                                                                                                                  |            |                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |    |                                                              |     |                              |  |                                             |    |                    |            |                                                                                                                      |  |
| <b>Faculty:</b> Faculty of Science                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |            | <b>Department (or program if no department):</b> Chemistry                                                                                                                                                                                                                                                                                      |  |                     |  |                             |    |                                                              |     |                              |  |                                             |    |                    |            |                                                                                                                      |  |
| <b>Calendar Description:</b><br>For students pursuing the Chemistry Honours program. This course requires the completion of an advanced undergraduate research project designed in consultation with a faculty supervisor, and the preparation and oral defence of a thesis. Students will conduct a research project over two semesters.<br><br>Note: This course is expected to take two semesters to complete.<br>Note: Students with credit for CHEM 407, CHEM 408, CHEM 409, or CHEM 410 cannot take this course for further credit.     |            |                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |    |                                                              |     |                              |  |                                             |    |                    |            |                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            | Acceptance into the Chemistry Honours program.                                                                                                                                                                                                                                                                                                  |  |                     |  |                             |    |                                                              |     |                              |  |                                             |    |                    |            |                                                                                                                      |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |            |                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |    |                                                              |     |                              |  |                                             |    |                    |            |                                                                                                                      |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |            |                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |    |                                                              |     |                              |  |                                             |    |                    |            |                                                                                                                      |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(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.)</i>                                                                                                                        |            | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                                                                                   |  |                     |  |                             |    |                                                              |     |                              |  |                                             |    |                    |            |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit                                                        |  |                     |  |                             |    |                                                              |     |                              |  |                                             |    |                    |            |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            | <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="#">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |  |                     |  |                             |    |                                                              |     |                              |  |                                             |    |                    |            |                                                                                                                      |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1"> <tr> <td>Lecture/seminar hours</td> <td></td> </tr> <tr> <td>Tutorials/workshops</td> <td></td> </tr> <tr> <td>Supervised laboratory hours</td> <td>30</td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td>120</td> </tr> <tr> <td>Supervised online activities</td> <td></td> </tr> <tr> <td>Other contact hours: (faculty consultation)</td> <td>30</td> </tr> <tr> <td><b>Total hours</b></td> <td><b>180</b></td> </tr> </table> |            | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                           |  | Tutorials/workshops |  | Supervised laboratory hours | 30 | Experiential (field experience, practicum, internship, etc.) | 120 | Supervised online activities |  | Other contact hours: (faculty consultation) | 30 | <b>Total hours</b> | <b>180</b> | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |            |                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |    |                                                              |     |                              |  |                                             |    |                    |            |                                                                                                                      |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |            |                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |    |                                                              |     |                              |  |                                             |    |                    |            |                                                                                                                      |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 30         |                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |    |                                                              |     |                              |  |                                             |    |                    |            |                                                                                                                      |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 120        |                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |    |                                                              |     |                              |  |                                             |    |                    |            |                                                                                                                      |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |            |                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |    |                                                              |     |                              |  |                                             |    |                    |            |                                                                                                                      |  |
| Other contact hours: (faculty consultation)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 30         |                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |    |                                                              |     |                              |  |                                             |    |                    |            |                                                                                                                      |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>180</b> |                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |    |                                                              |     |                              |  |                                             |    |                    |            |                                                                                                                      |  |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                                                        |            | <b>Maximum enrolment (for information only):</b><br><b>Expected Frequency of Course Offerings:</b><br>annually <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                                                                               |  |                     |  |                             |    |                                                              |     |                              |  |                                             |    |                    |            |                                                                                                                      |  |
| <b>Department / Program Head or Director:</b> Cory Beshara                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |            | <b>Date approved:</b> March 2019                                                                                                                                                                                                                                                                                                                |  |                     |  |                             |    |                                                              |     |                              |  |                                             |    |                    |            |                                                                                                                      |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            | <b>Date approved:</b> March 2019                                                                                                                                                                                                                                                                                                                |  |                     |  |                             |    |                                                              |     |                              |  |                                             |    |                    |            |                                                                                                                      |  |
| <b>Dean/Associate VP:</b> Lucy Lee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |            | <b>Date approved:</b> March 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 the course, a student will have demonstrated the ability to:

- Survey and assess existing literature on their chosen research topic.
- Formulate a written research proposal in which the rationale for their choice of research topic is presented.
- Design and execute experiments and/or computer simulations relevant to their research topic.
- Handle all necessary equipment and chemicals in a safe and effective manner.
- Master any specific techniques required to complete the chosen project.
- Produce a thesis describing their research, written in a clear and scholarly way
- Present the results of their research by means of a seminar or other form of presentation approved by the supervisor.

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

☐ Yes      ☒ No, PLAR cannot be awarded for this course because this course can only be completed as part of the Honours Chemistry program.

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

The student will be expected to access the chemical literature using on-line and/or traditional methods. The student will carry out faculty-supervised independent laboratory or computational research, and then prepare and orally defend a thesis to supervisor, other chemistry faculty, other chemistry students.

**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.                         |                                      | <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: | %   | Field experience: | % | Oral Presentation: | 15%  |
| Midterm exam:  | % | Thesis:      | 30% | Practicum:        | % | Research Proposal: | 15%  |
| Quizzes/tests: | % | Lab work*:   | 40% | Shop work:        | % | Total:             | 100% |

**Details (if necessary):**

\*Lab work: Results/productivity (judged by weekly progress reports) - 40%

**Typical Course Content and Topics**

1. Project proposal and literature search.
2. Laboratory and safety orientation or introduction to computational/theoretical methods, as applicable.
3. Independent laboratory or computational research in consultation with supervising faculty member.
4. Thesis preparation in consultation with supervising faculty member.
5. Oral defense of thesis.

# MEMO



**To:** UEC  
**Cc:** Lucy Lee, Dean, Faculty of Science; Bruce Kirkley, Assoc. Director, Program Development and Quality Assurance  
**From:** Jason Thomas, Program Working Group Chair  
**Date:** April 26, 2019  
**Re:** Chemistry honours degree

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On behalf of the Chemistry honours Program Working Group, please accept the following attachments as part of the submission to UEC for the April 26, 2019 meeting:

- Chemistry honours proposal
- New course memo
- CHEM 499 course outline
- Chemistry honours application form
- UEC Screening comments and responses

**Note:** The program proposal and calendar copy are available in **S:\Groups\UEC\2019-04-26 Chemistry Honours.**

The Chemistry honours program was recommended by the Science Faculty Council on March 8, 2019 to move forward in the approval process. The proposal was reviewed at UEC Screening on April 1, 2019; comments and responses are attached.

**Program Summary:**

The Chemistry honours degree will provide exceptional students with an option for a more rigorous, research-intensive degree option that provides better preparation for graduate school. In comparison to the existing Chemistry major program, the Chemistry honours program requires more credits overall, and the completion of an original research project and undergraduate thesis (CHEM 499). All third year courses required in the major program are also required in the honours program, with the addition of a required introductory course in biochemistry (CHEM 350). An introductory biochemistry requirement will provide honours students with greater breadth of knowledge within chemistry as well as a better appreciation for the increasingly interdisciplinary nature of modern scientific research and practice.

**Concept Paper:**

A concept paper is not required for a new honours program in a field in which a major or degree is already approved.



**Memo for Course Changes**

To: CACC, UEC

From: Wayne I. Henry

Date: Jan. 28, 2019

**Subject: Proposal for the Discontinuation of PHIL 370: Practical Studies in Applied Ethics and Politics**

1. Summary of changes (select all that apply):

- ☐ Six-year review
- ☐ Number and/or course code
- ☐ Credits and/or total hours
- ☐ Title
- ☐ Calendar description
- ☐ Prerequisites and/or co-requisites
- ☐ Frequency of course offering
- ☐ Learning outcomes
- ☐ Delivery methods and/or texts and resource materials
- ☐ PLAR options, grading system, and/or evaluation methods
- ☒ Discontinuation of course
- ☐ Other – Please specify:

2. Rationale for change:

These courses have not been offered in years and there is no plan to do so any time soon. We presently do not have anyone in our faculty interested in teaching these courses.

3. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs?

No, it is not.

4. Which program areas have been consulted about the change(s)?

Political Science.

**Memo for Program Changes**

To: CACC, UEC

From: Wayne I. Henry, Philosophy Department Head

Date: Jan. 28, 2019

**Subject: Program change – Philosophy Major**

1. Summary of changes (select all the apply):

- ☐ Program revision that requires new resources
- ☒ Addition of new course options or deletion or substitution of a required course
- ☐ Change to the majority of courses in an approved program
- ☐ Change to the duration, philosophy, or direction of a program
- ☐ Addition of a new field of specialization, such as a concentration
- ☐ Change in requirements for admission
- ☐ Change in requirements for residency or continuance
- ☐ Change in admission quotas
- ☐ Change which triggers an external review
- ☐ Deletion of a program not included in the Program Discontinuance policy
- ☐ Other – Please specify:

2. Rationale for change(s):

PHIL 370, 371 and 372 have not been offered in many years and there are no plans to do so any time soon so the courses will be discontinued. There is not anyone in our faculty at present who has an interest or the requisite expertise to teach these courses. The Political Philosophy requirement (3 credits) is being removed; students will complete those 3 credits through PHIL electives.

3. If program outcomes are new or substantially changed, explain how they align with the Institutional Learning Outcomes:

No changes to program outcomes as a result of these changes.

4. What consideration has been given to indigenizing the curriculum? N/A

5. Will additional resources be required? If so, how will these costs be covered? N/A

6. How will students be impacted? (Indicate the projected number of students impacted.) Is the change expected to increase/decrease enrolment in the program?

There will be no impacts on students as a result of these changes at all. As noted above, these courses have not been offered in years.

7. Does the number of required core or elective credits from the program-specific discipline change? If so, will this change the total number of courses to be offered within the discipline?

No. No such changes as a result of these course deletions.

8. Identify any available resources that will be used to accommodate the program changes. (Eg. seats in existing classes, conversion of sections, timetabling changes, deletion of courses, etc.) N/A
9. Is the number of required or elective courses from other disciplines in the program changing? If so, what is the estimated impact to enrolments in these courses? Provide a memo from the respective dean(s) of the impacted faculty to confirm if budgetary implications have been considered and addressed. N/A
10. Provide a memo from the program's dean to confirm that budgetary implications of the proposed changes have been considered and will be addressed within the faculty budget. N/A

**CWC comments and responses:**

- No rationale has been given for removing the Political Philosophy requirement. Although the memo indicates that students will complete these credits through PHIL electives, PHIL 371 and 372 will continue to be offered as POSC 311 and 312. Has Political Science been consulted on this change?

*Yes, Political Science has been consulted. Edward has indicated that there are no objections to this, and they are presently reviewing and updating POSC 311 & 312 with this in mind. So, it is my understanding that you can expect PoSc to submit those revised course outlines in the not-too-distant future.*

- Would PHIL 310 (Ethics and Public Policy), 318 (Environmental Ethics), and 412 (Corporations, Globalization, and Ethics) be more appropriate in the Moral and Political Theory section?

*Our position is that we wish to streamline the PHIL curriculum. With the introduction of the PHIL Honours as a program option, there seems little need for the specific Political Philosophy as an option to the PHIL Minor. Moreover, the Political Philosophy option is an artifact of an earlier time when the destinies of the department were more closely intertwined. As you mention, it is still possible for a student to focus on political philosophy as a thematic concentration in their studies by taking, for example, PHIL310 or PHIL412, or choosing to focus on this topic as independent study in the context of either a DIS or the new PHIL Honours DIS, but it seems counterproductive to offer a specific Political Philosophy minor. First of all, our ability to offer PHIL310: Ethics and Public Policy in particular is dependent on finding appropriate sessional faculty able to teach it, and we obviously can't guarantee this in advance. And as far as PHIL318 and PHIL412 go, the focus is more on applied philosophy than political philosophy, so the Applied Philosophy label is more accurate as a description of what we do.*

**PHILOSOPHY**[ufv.ca/philosophy](http://ufv.ca/philosophy)**Philosophy major****Introductory courses****Required: 9 credits**

| Course   | Title                                           | Credits |
|----------|-------------------------------------------------|---------|
| PHIL 100 | Reasoning: An Introduction to Critical Thinking | 3       |
| PHIL 110 | Morality and Politics                           | 3       |
| PHIL 120 | Knowledge and Reality                           | 3       |

**History of Philosophy****Three of the following, including one of PHIL 251A or 251B and one of PHIL 252 or 352: 9 credits**

| Course    | Title                                                   | Credits |
|-----------|---------------------------------------------------------|---------|
| PHIL 250  | History of Western Philosophy: Ancient Greek Philosophy | 3       |
| PHIL 251A | Rationalism and Early Modern Philosophy                 | 3       |
| PHIL 251B | Empiricism and Early Modern Philosophy                  | 3       |
| PHIL 252  | History of Continental Philosophy                       | 3       |
| PHIL 352  | History of Analytic Philosophy                          | 3       |

|          |                                               |   |
|----------|-----------------------------------------------|---|
| PHIL 353 | Philosophies of India                         | 3 |
| PHIL 375 | Death, Desire, and Art in Continental Thought | 3 |
| PHIL 482 | Selected Topics in the History of Philosophy  | 3 |
| IPK 386  | Indigenous Worldviews of Turtle Island        | 3 |

## Logic

**Required: 3 credits**

| Course   | Title                     | Credits |
|----------|---------------------------|---------|
| PHIL 300 | Symbolic Logic in Context | 3       |

## Philosophical Theory

Students must complete one course from each of the following areas.

**Moral and Political Theory: 3 credits**

| Course   | Title                                    | Credits |
|----------|------------------------------------------|---------|
| PHIL 315 | Contemporary Ethical Theory              | 3       |
| PHIL 480 | Selected Topics in Morality and Politics | 3       |

**Metaphysics and Epistemology: 3 credits**

| Course   | Title                  | Credits |
|----------|------------------------|---------|
| PHIL 322 | The Philosophy of Mind | 3       |

|          |                                                 |   |
|----------|-------------------------------------------------|---|
| PHIL 425 | 20th Century Continental Philosophy             | 3 |
| PHIL 426 | Contemporary Analytic Philosophy                | 3 |
| PHIL 481 | Selected Topics in Epistemology and Metaphysics | 3 |

**Political Philosophy: 3 credits**

| Course                            | Title                                                                                            | Credits      |
|-----------------------------------|--------------------------------------------------------------------------------------------------|--------------|
| <del>PHIL 371/<br/>POSC 311</del> | <del>Power, Knowledge, and Order: Early Western Political Thought</del>                          | <del>3</del> |
| <del>PHIL 372/<br/>POSC 312</del> | <del>Order, Liberty, and Equality: Western Political Thought from the 17th Century to 1900</del> | <del>3</del> |
| <del>POSC 320</del>               | <del>Canadian Political Thought</del>                                                            | <del>3</del> |

## Applied Philosophy

Three of the following: 9 credits

| Course   | Title                                                | Credits |
|----------|------------------------------------------------------|---------|
| PHIL 230 | Philosophy of Law                                    | 3       |
| PHIL 240 | Faith and Reason: Philosophy of Religion             | 3       |
| PHIL 305 | Philosophy of Decision Making and Dispute Resolution | 3       |
| PHIL 310 | Ethics and Public Policy                             | 3       |

|                     |                                                                                  |              |
|---------------------|----------------------------------------------------------------------------------|--------------|
| PHIL 318            | Environmental Ethics                                                             | 3            |
| PHIL 323            | Philosophical Issues in the Social Sciences: Values, Objectivity, and Neutrality | 3            |
| PHIL 360            | Special Topics: Contemporary Issues for Philosophical Analysis                   | 3            |
| PHIL 362            | Philosophy of Education                                                          | 3            |
| PHIL 364            | Philosophy of Childhood                                                          | 3            |
| PHIL 367            | Philosophy for Counsellors                                                       | 3            |
| <del>PHIL 370</del> | <del>Practical Studies in Applied Ethics and Politics</del>                      | <del>3</del> |
| PHIL 412            | Corporations, Globalization, and Ethics                                          | 3            |

**Memo for Course Changes**

To: UEC

From: Anthony Stea, Biology Department Head

Cc: Amanda McCormick, Criminology & Criminal Justice Director

Date: February 2019

**Subject: Proposal for revision of Biology 270/Criminology 270 Introduction to Forensic Biology**

1. Summary of changes (select all that apply):

- ☐ Six-year review
- ☐ Number and/or course code
- ☐ Credits and/or total hours
- ☐ Title
- ☐ Calendar description
- ☐ Prerequisites and/or co-requisites
- ☐ Frequency of course offering
- ☐ Learning outcomes
- ☐ Delivery methods and/or texts and resource materials
- ☐ PLAR options, grading system, and/or evaluation methods
- ☒ Discontinuation of course
- ☐ Other – Please specify:

2. Rationale for change:

BIO 270/CRIM 270 is no longer offered as we have not been able to find instructors to teach this course. This course has not been offered for several years.

3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s):
4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs?
5. Which program areas have been consulted about the change(s)? Biology Curriculum Committee
6. What consideration has been given to indigenizing the curriculum?
7. If this course is not eligible for PLAR, explain why:
8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:
- a. Credit value
  - b. Class size limit
  - c. Frequency of offering
  - d. Resources required (labs, equipment)



9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?
10. Estimate of the typical costs for this course, including textbooks and other materials:

**Memo for Course Changes**

To: UEC

From: Anthony Stea, Biology Department Head

Cc: Amanda McCormick, Criminology & Criminal Justice Director

Date: February 2019

**Subject: Proposal for revision of Biology 470/Criminology 470 Advanced Forensic Biology**

1. Summary of changes (select all that apply):

- ☐ Six-year review
- ☐ Number and/or course code
- ☐ Credits and/or total hours
- ☐ Title
- ☐ Calendar description
- ☐ Prerequisites and/or co-requisites
- ☐ Frequency of course offering
- ☐ Learning outcomes
- ☐ Delivery methods and/or texts and resource materials
- ☐ PLAR options, grading system, and/or evaluation methods
- ☒ Discontinuation of course
- ☐ Other – Please specify:

2. Rationale for change:

BIO 470/CRIM 470 is no longer offered as we have not been able to find instructors to teach this course. This course has not been offered for several years.

3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s):
4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs?
5. Which program areas have been consulted about the change(s)? Biology Curriculum Committee
6. What consideration has been given to indigenizing the curriculum?
7. If this course is not eligible for PLAR, explain why:
8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:
- a. Credit value
  - b. Class size limit
  - c. Frequency of offering
  - d. Resources required (labs, equipment)

9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?
10. Estimate of the typical costs for this course, including textbooks and other materials:

**Memo for Course Changes**

To: College of Arts Curriculum Committee, Undergraduate Education Committee

From: Samantha Pattridge, Acting Associate Dean of Students, College of Arts

Date: March 5, 2019

**Subject: Proposal for revision of ALL Fashion Design Courses**

1. Summary of changes (select all that apply):

- ☐ Six-year review
- ☐ Number and/or course code
- ☐ Credits and/or total hours
- ☐ Title
- ☐ Calendar description
- ☐ Prerequisites and/or co-requisites
- ☐ Frequency of course offering
- ☐ Learning outcomes
- ☐ Delivery methods and/or texts and resource materials
- ☐ PLAR options, grading system, and/or evaluation methods
- ☒ Discontinuation of course
- ☐ Other – Please specify:

2. Rationale for change:

All FD programs were discontinued, effective May 2018.

3. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs?

No.

4. Which program areas have been consulted about the change(s)?

Professional Studies was consulted in light of previously expressed plans for a BBA that might include these courses. Those plans have been put on hold and they have no objection to cancelling the courses.

FD courses to be discontinued:

- FD 113, 115, 163, 164, 171, 172, 174, 180, 182, 192, 193, 263, 271, 281, 283, 290, 291, 292, 296, 297, 298, 320, 345, 360, 364, 371, 382, 384, 390, 396, 397, 398

The following courses are cross-listed as FD. Course outlines for the VA and AH versions will be submitted through the approval process and will include discontinuation of the FD cross-listing:

- FD 140/VA 140, FD 141/VA 141, FD 142/VA 142, FD340/AH 340, FD 341/VA 341

**Memo for Course Changes**

To: College of Arts Curriculum Committee

From: Amanda Grimson, UEC Assistant

Date: February 28, 2019

**Subject: Proposal for revision of LING 270 and 275**

1. Summary of changes (select all that apply):

- ☐ Six-year review
- ☐ Number and/or course code
- ☐ Credits and/or total hours
- ☐ Title
- ☐ Calendar description
- ☐ Prerequisites and/or co-requisites
- ☐ Frequency of course offering
- ☐ Learning outcomes
- ☐ Delivery methods and/or texts and resource materials
- ☐ PLAR options, grading system, and/or evaluation methods
- ☒ Discontinuation of course
- ☐ Other – Please specify:

2. Rationale for change:

These courses have not been taught for the past 15 semesters.

3. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs?

No.

4. Which program areas have been consulted about the change(s)?

English.

**Adoption of the British Columbia Ministry of Education 2018 Graduation program**

The BC Ministry of Education has completed the revision of the K – 12 curriculum. As of July 2019 all schools will be operating under the 2018 Graduation Program. Built on a foundation of core competencies, the new curriculum is enquiry based with a focus on learner centered, flexible learning. The 2018 Graduation Program has deleted courses from the previous program and added new required and optional courses. UFV now needs to adjust our high school requirements to reflect the changed curriculum as we expect students to be presenting new courses on their transcript as early as January 2020.

**Therefore, the following 4 motions are presented, supported by the additional material and explanations in the charts.**

**Course prerequisites:**

The changes in the BC High School Curriculum necessitates adjustments to our current set of prerequisites courses. Additionally, the Faculty of Science has increased the set of options available for some Mathematics and Statistics courses

**Motion 1: That UEC approve the changes in course prerequisites as described on the following charts.**

**Approved Courses:**

UFV maintains a list of approved courses which applicants can use to meet admission requirements. The BC high school curriculum has added new courses that students may take to fulfill their graduation requirements. After review by the UFV academic community it is recommended that we add most of these courses

**Motion 2: That UEC approve the List of Approved Courses as described on the following charts.**

**Admission Requirements:**

The changes in the BC High School Curriculum necessitates some changes in our admission requirements that include the new courses such as Anatomy and Physiology 12, English Studies 12 and Physical Geography 12.

Over time, as some courses will no longer be taught, (e.g. Communications 12 and Geography 12) they will be removed from the options available. However, as many applicants will still be presenting these, they will remain in our explicit statements for the time being.

**Motion 3: That UEC approve the changes to University Admission requirements as described in the following charts.**

**English Language Proficiency Requirement:**

Both the entry and degree/diploma level English Language Proficiency (ELP) Standards use the BC high school senior English course as one of the ways to satisfy the requirement. These needs to be restated to reflect the new high school program.

**Motion 4; That UEC approve changes to the English Language Proficiency requirements as follows:**

For the Entry Level English Language Proficiency Standards, ``English Studies 12 or English First Peoples 12. Students may also present English 12, English Literature 12, English 12 First Peoples, International Baccalaureate English A (standard level or higher level), Advanced Placement English, or equivalent”.

For the Degree/diploma level English language proficiency standards, ``English Studies 12 or English First Peoples 12 with a minimum C+ grade. Students may also present English 12, English Literature 12, English 12 First Peoples; all with a minimum C+ grade, International Baccalaureate English A (standard level or higher level), Advanced Placement English, or equivalent”.

Note: As it is possible that some programs and course prerequisites were missed in the following charts. Any inadvertently missed programs and courses will be adjusted consistent the changes outline in the following charts.

**Supporting Material**

The Faculties and related curriculum approval bodies were asked to review the new curriculum and make recommendations to UEC on what changes are required to reflect the new educational environment. This process has largely completed, and UEC is being asked to review and approve the academic unit recommendations.

It is important to note that students who have graduated under the BC 2004 graduation program remain eligible for consideration of admission and courses prerequisites. University computer systems and publications will maintain the current options and requirements for some time to come so students are not disadvantaged when registering for courses. The University Calendar will continue to reflect the current courses for a few years.

There are four major adjustments and some minor revisions required which are reflected in the following categories.

- English 12 for entrance and English Language proficiency
- Entrance requirements
- Course pre-requisites
- Mathematics Courses
- Minor revisions

**English Language Arts**

As the English language arts curriculum has had extensive changes (Chart 2) the College of Arts was asked to review the new curriculum and make recommendation on how to implement this University wide. Following this evaluation, it is recommended that where BC high school English 12 is used as a part of any UFV program entrance requirement or course prerequisite, UFV will replace “English 12 or equivalent” and “English 12” with “English Studies 12 or English First Peoples 12”. Where a minimum grade is required it will remain as currently published. Where English 10 or 11 are used UFV will replace these with the appropriate options from the new curriculum (e.g. 4 credits in English Language Arts 11).

For the English Language proficiency section, the Admissions department is recommending removing the statement “or equivalent” after the Grade 12 course as it implies a direct relationship that may no longer exist. It will be replaced with a more specific statement on what students can also use in this category. It is recommended that the two proficiency standards be reworded as indicated below. (The Calendar entry will also be adjusted to reorder the standards to show the BC high school requirement as the first option.)

For the Entry Level English Language Proficiency Standards, “English Studies 12 or English First Peoples 12. Students may also present English 12, English Literature 12, English 12 First Peoples, International Baccalaureate English A (standard level or higher level), Advanced Placement English, or equivalent”.

For the Degree/diploma level English language proficiency standards, “English Studies 12 or English First Peoples 12 with a minimum C+ grade. Students may also present English 12, English Literature 12, English 12 First Peoples; all with a minimum C+ grade, International Baccalaureate English A (standard level or higher level), Advanced Placement English, or equivalent”.

**Entrance Requirements**

Entrance requirements are relatively straight forward, as for the most part, we are simply substituting the new course with the one previously taught. We are also adding to the list of approved courses that students can take. With few exceptions, courses taught at the grade 12, where appropriate, are on the new list.

Therefore, it is recommended that UFV adjust its entrance requirements as reflected on the attached Chart 3 “Main UFV Programs with high school entrance requirements.” Any programs not listed will be adjusted consistent with the new BC Curriculum as they are identified.

Additionally, as the high school geography curriculum has changed from one course to three, the Faculty of Science recommends dropping Geography 12 and adding the new Physical Geography 12 as one of the courses acceptable as an entrance requirement to the Faculty Science.

The academic units have reviewed the revised courses and new courses added to the curriculum and recommend that in addition to the current list of approved courses, UFV adopt the attached Chart 4 “Approved Grade 12 Courses BC 2018 Graduation program”. It should be noted additional information on additional Indigenous Language Courses is forthcoming and these may be added at a later date.

**Course Prerequisites**

UFV has several introductory courses that require a high school course as a prerequisite. However, other than some Math courses (see next section), for most courses it is a simple substitution effect (e.g. Replace Biology



12 with Anatomy and Physiology 12.) It is recommended that UFV revise its prerequisites according to the Chart 5: "Courses requiring Changes to Prerequisites."

**Mathematics Courses**

The Department of Mathematics and Statistics has reviewed the revised courses and would like to move forward with including more courses in the high school choices available to students. It is recommended that UFV expand the list of available options for students as reflected on Chart 6 "Revisions to High School Options for UFV Math and Stats Courses." It is also acknowledged that while they still appear in places in the Calendar, BC no longer offers the Applications of Math 11 & 12 and the Principles of Math 11 & 12. Therefore, references to these courses have been removed in our new requirements.

**Specific changes**

Due to the curriculum changes and to accommodate how the Banner system works, the Faculty of Science recommends the prerequisite for CHEM 150 be revised from "Any one of Biology 11, Chemistry 11, Physics 11, Earth Science 11, or Computer Studies 11" to "any one of Anatomy and Physiology 12, Chemistry 11 or 12, Computer Science 11 or 12, Physics 11 or 12, or Life Science 11."

The Ministry of Education is also introducing literacy and numeracy assessments as part of the graduation requirements. As we do not yet have enough information to determine how these may be used as part of our admission requirements, no recommendations are being made at this time. Once more is known, if there any changes recommended with respect to admission or course prerequisites, this will be brought through the curriculum change process.

**Summary of Charts**

Chart 1 – Overview of BC Graduation Requirements

Chart 2 – Overview of English Arts Curriculum

Chart 3 – UFV Programs with High School Entrance Requirements

Chart 4: – List of Approved Grade 12 Courses BC 2018 Graduation program

Chart 5: – Courses requiring Changes to Prerequisites

Chart 6: – Revisions to High School Options for UFV Math and Stats Courses

**Chart 1: Overview of BC Graduation Requirements**

| 2004 Graduation Program                                               |                   | 2018 Graduation Program                                                  |                              |
|-----------------------------------------------------------------------|-------------------|--------------------------------------------------------------------------|------------------------------|
| Subject Area                                                          | Minimum Credits   | Subject Area                                                             | Minimum Credits              |
| Planning 10                                                           | 4                 | Career Life Education<br>Career Life Connection<br>&Capstone             | 4 credits each<br>=8 credits |
| a Language Arts 10                                                    | 4                 | two Language Arts 10<br>options                                          | 2 credits each<br>=4 credits |
| a Language Arts 11                                                    | 4                 | a Language Arts 11<br>option                                             | 4                            |
| a Language Arts 12                                                    | 4                 | a Language Arts 12<br>option                                             | 4                            |
| a Mathematics 10                                                      | 4                 | a Mathematics 10                                                         |                              |
| a Mathematics 11 or 12                                                | 4                 | a Mathematics 11 or 12                                                   | 4                            |
| a Fine Arts and/or<br>Applied Skills 10, 11, or<br>12                 | 4                 | a Fine Arts and/or<br>Applied Skills 10, 11, or<br>12                    | 4                            |
| Social Studies 10                                                     | 4                 | Social Studies 10                                                        | 4                            |
| a Social Studies 11 or 12                                             | 4                 | a Social Studies 11 or 12                                                | 4                            |
| Science 10                                                            | 4                 | Science 10                                                               | 4                            |
| a Science 11 or 12                                                    | 4                 | a Science 11 or 12                                                       | 4                            |
| Physical Education 10                                                 | 4                 | Physical and Health<br>Education                                         | 4                            |
| <b>Total</b>                                                          | <b>48</b>         | <b>Total</b>                                                             | <b>52</b>                    |
| Elective Credits                                                      |                   | Elective Credits                                                         |                              |
| Must earn at least 28<br>elective credits from<br>Grade 10-12 courses | <b>28</b>         | Must earn at least 28<br>elective<br>credits from Grade 10-12<br>courses | <b>28</b>                    |
| Graduation Transitions                                                |                   | Graduation Transitions                                                   |                              |
| Must earn 4 credits for<br>Graduation Transitions                     | 4                 | No Longer offered<br>(June 2019)                                         | no longer<br>offered         |
| <b>Overall Total</b>                                                  | <b>80 credits</b> | <b>Overall Total</b>                                                     | <b>80 credits</b>            |

| Graduation Assessments                                                                                             |                                                    |
|--------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| Current Grade 11 Students<br>2018/2019                                                                             | Current Grade 10 Students and earlier<br>2018/2019 |
| Numeracy Assessment<br>English Language Arts 12 Provincial Exam<br>(requirement for graduation until June<br>2019) | Numeracy Assessment<br>Literacy Assessment         |

**Chart 2: Overview of English Arts Curriculum**

| English Language Arts                                                                             |           |                                                                                                                                                                                                                                                                                                                                              |                      |
|---------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 2004 Graduation Program                                                                           |           | 2018 Graduation Program                                                                                                                                                                                                                                                                                                                      |                      |
| Required Courses for Graduation                                                                   |           |                                                                                                                                                                                                                                                                                                                                              |                      |
| Grade 10                                                                                          |           | Grade 10                                                                                                                                                                                                                                                                                                                                     |                      |
| <u>Must complete:</u><br>• English 10                                                             | 4 credits | <u>Must complete <b>two</b> of the following:</u><br>• Composition 10<br>• Creative Writing 10<br>• Literary Studies 10<br>• New Media 10<br>• Spoken Language 10<br>• English First Peoples Writing 10<br>• English First Peoples Literary Studies 10<br>• English First Peoples New Media 10<br>• English First Peoples Spoken Language 10 | Two 2-credit courses |
| Grade 11                                                                                          |           | Grade 11                                                                                                                                                                                                                                                                                                                                     |                      |
| <u>Must complete one of:</u><br>• English 11<br>• Communications 11                               | 4 credits | <u>Must complete <b>one</b> of:</u><br>• Composition 11<br>• Creative Writing 11<br>• Literary Studies 11<br>• New Media 11<br>• Spoken Language 11<br>• English First Peoples (EFP)<br>• Literary Studies and New Media 11<br>• EFP Literary Studies and New Media 11<br>• EFP Literary Studies and Spoken Language 11                      | 4 credits            |
| Grade 12                                                                                          |           | Grade 12                                                                                                                                                                                                                                                                                                                                     |                      |
| <u>Must complete one of:</u><br>• English 12<br>• English 12 First Peoples<br>• Communications 12 | 4 credits | <u>Must complete one of:</u><br>• English Studies 12<br>• English First Peoples 12                                                                                                                                                                                                                                                           | 4 credits            |

**Chart 3: Programs with High School Entrance Requirements**

| Science    |                          |                                                |
|------------|--------------------------|------------------------------------------------|
|            | Old Curriculum           | New Curriculum                                 |
| <b>BSC</b> | English 12 or equivalent | English Studies 12 or English First Peoples 12 |

|                       |                                      |                                                |
|-----------------------|--------------------------------------|------------------------------------------------|
|                       | Pre-calculus 12 (B)                  | Pre-calculus 12 (B) or Calculus 12 (A)         |
|                       | Principles of Math 12                |                                                |
|                       | Biology 12                           | Anatomy and Physiology 12                      |
|                       | Chemistry 12                         | Chemistry 12                                   |
|                       | Geography 12                         | Physical Geography 12                          |
|                       | Geology 12                           | Geology 12                                     |
|                       | Physics 12                           | Physics 12                                     |
| <b>BAG</b>            | English 12 or equivalent             | English Studies 12 or English First Peoples 12 |
|                       | Chemistry 11 or 12                   | Chemistry 11 or 12                             |
|                       | Biology 11                           | Life Sciences 11                               |
|                       | Pre-calculus 11 or 12                | Pre-calculus 11 or 12                          |
|                       | Principles of Math 11 or 12          |                                                |
|                       | Foundations of Math 11 or 12         | Foundations of Math 11 or 12                   |
|                       | Apprenticeship and Workplace Math 12 | Apprenticeship Math 12                         |
| <b>ENG TRAN</b>       | Applications of Math 11              |                                                |
|                       | English 12 or equivalent             | English Studies 12 or English First Peoples 12 |
|                       | Chemistry 12                         | Chemistry 12                                   |
|                       | Physics 11                           | Physics 11                                     |
|                       | Pre-calculus 12                      | Pre-calculus 12                                |
| <b>Health Studies</b> |                                      |                                                |
|                       | Old Curriculum                       | New Curriculum                                 |
| <b>BSN</b>            | English 12 or equivalent             | English Studies 12 or English First Peoples 12 |
|                       | Biology 12                           | Anatomy and Physiology 12                      |
|                       | Chemistry 11                         | Chemistry 11                                   |
|                       | Foundations of Math 11               | Foundations of Math 11                         |
|                       | Pre-calculus 11                      | Pre-calculus 11                                |
|                       | Principles of Math 11                |                                                |
| <b>KPE</b>            | English 12 or equivalent             | English Studies 12 or English First Peoples 12 |
|                       | Principles of Math 11 or 12          |                                                |
|                       | Applications of Math 11 or 12        |                                                |
|                       | Foundations of Math 11 or 12         | Foundations of Math 11 or 12                   |
|                       | Apprenticeship and Workplace Math 12 | Apprenticeship Math 12                         |
|                       | Pre-calculus 11 or 12                | Pre-calculus 11 or 12                          |
|                       | Biology 12                           | Anatomy and Physiology 12                      |
|                       | Chemistry 12                         | Chemistry 12                                   |
| <b>PN DIP</b>         | Physics 12                           | Physics 12                                     |
|                       | English 12 or equivalent             | English Studies 12 or English First Peoples 12 |
|                       | Foundations of Math 11               | Foundations of Math 11                         |
|                       | Pre-calculus 11                      | Pre-calculus 11                                |
|                       | Principles of Math 11                |                                                |

|                                      |                                      |                                                |
|--------------------------------------|--------------------------------------|------------------------------------------------|
|                                      | Biology 12                           | Anatomy and Physiology 12                      |
| <b>CDA</b>                           | English 12 or equivalent             | English Studies 12 or English First Peoples 12 |
|                                      | Biology 12                           | Anatomy and Physiology 12                      |
| <b>Professional Studies</b>          |                                      |                                                |
|                                      | Old Curriculum                       | New Curriculum                                 |
| <b>AVIATION DIP</b>                  | English 12 or equivalent             | English Studies 12 or English First Peoples 12 |
|                                      | Pre-calculus 11 or 12                | Pre-calculus 11 or 12                          |
|                                      | Principles of Math 11 or 12          |                                                |
|                                      | Physics 11 or 12                     | Physics 11 or 12                               |
| <b>BBA</b>                           | English 12 or equivalent             | English Studies 12 or English First Peoples 12 |
|                                      | Pre-calculus 12                      | Pre-calculus 12                                |
|                                      | Principles of Math 12                |                                                |
| <b>BUS DIP</b>                       | English 12 or equivalent             | English Studies 12 or English First Peoples 12 |
|                                      | Pre-calculus 11 or 12                | Pre-calculus 11 or 12                          |
|                                      | Principles of Math 11 or 12          |                                                |
| <b>BCIS</b>                          | English 12 or equivalent             | English Studies 12 or English First Peoples 12 |
|                                      | Pre-calculus 12                      | Pre-calculus 12                                |
|                                      | Foundations of Math 12               | Foundations of Math 12                         |
|                                      | Principles of Math 12                |                                                |
| <b>Applied and Technical Studies</b> |                                      |                                                |
|                                      | Old Curriculum                       | New Curriculum                                 |
| <b>AGRI DIP</b>                      | English 12 or equivalent             | English Studies 12 or English First Peoples 12 |
|                                      | Foundations of Math 11               | Foundations of Math 11                         |
|                                      | Pre-calculus 11                      | Pre-calculus 11                                |
|                                      | Principles of Math 12                |                                                |
|                                      | Apprenticeship and Workplace Math 11 | Workplace 11                                   |
|                                      | Applications of Math 11              |                                                |
|                                      | Essentials of Math 11                |                                                |
|                                      | Biology 11                           | Life Sciences 11                               |
|                                      | Chemistry 11                         | Chemistry 11                                   |
|                                      | Earth Science 11                     | Earth Sciences 11                              |
|                                      | Physics 11                           | Physics 11                                     |
| <b>College of Arts</b>               |                                      |                                                |
|                                      | Old Curriculum                       | New Curriculum                                 |
| <b>BA<br/>BGS/BIS</b>                | English 12 or equivalent             | English Studies 12 or English First Peoples 12 |
|                                      | 2 Approved Grade 12 Courses          | 2 Approved Grade 12 Courses                    |
| <b>LIB ARTS DIP</b>                  | English 12 or equivalent             | English Studies 12 or English First Peoples 12 |

|                        |                             |                             |
|------------------------|-----------------------------|-----------------------------|
| <b>GENERAL<br/>DIP</b> | 1 Approved Grade 12 Courses | 1 Approved Grade 12 Courses |
|------------------------|-----------------------------|-----------------------------|

| <b>Chart 4: List of Approved Courses BC 2018 Grad Program</b> |                                                                              |
|---------------------------------------------------------------|------------------------------------------------------------------------------|
| <b>Former BC high school curriculum</b>                       | <b>New BC high school curriculum</b>                                         |
| • Applications of Math 12                                     | • 20 <sup>th</sup> Century World History 12                                  |
| • BC First Nations Studies 12                                 | • American Sign Language 12                                                  |
| • Biology 12                                                  | • Anatomy and Physiology 12                                                  |
| • Calculus 12                                                 | • Asian Studies 12                                                           |
| • Chemistry 12                                                | • BC First Peoples 12                                                        |
| • Communications 12                                           | • Calculus 12                                                                |
| • Comparative Civilizations 12                                | • Chemistry 12                                                               |
| • Criminology 12                                              | • Comparative Cultures 12                                                    |
| • Economics 12                                                | • Comparative World Religions 12                                             |
| • English Literature 12                                       | • Composition 12                                                             |
| • Foundations of Math 12                                      | • Computer Science 12                                                        |
| • French 12                                                   | • Contemporary Indigenous Studies                                            |
| • Geography 12                                                | • Creative Writing 12                                                        |
| • Geology 12                                                  | • Criminology 12 *Offered at Mission Secondary and Abbotsford Virtual School |
| • German 12                                                   | • Croatian 12                                                                |
| • History 12                                                  | • Economic Theory 12                                                         |
| • Japanese 12                                                 | • Economics 12                                                               |
| • Law 12                                                      | • Environmental Science 12                                                   |
| • Mandarin Chinese 12                                         | • Foundations of Math 12                                                     |
| • Physics 12                                                  | • French 12                                                                  |
| • Pre-Calculus 12                                             | • Genocide Studies 12                                                        |
| • Principles of Math 12                                       | • Geology 12                                                                 |
| • Punjabi 12                                                  | • Geometry 12                                                                |
| • Social Justice 12                                           | • German 12                                                                  |
| • Spanish 12                                                  | • Human Geography 12                                                         |
| • Sustainable Resources 12                                    | • Italian 12                                                                 |
| • Writing 12                                                  | • Japanese 12                                                                |
|                                                               | • Korean 12                                                                  |
|                                                               | • Arabic 12                                                                  |
|                                                               | • Law Studies 12                                                             |
|                                                               | • Literary Studies 12                                                        |
|                                                               | • Mandarin 12                                                                |
|                                                               | • New Media 12                                                               |
|                                                               | • Philosophy 12                                                              |
|                                                               | • Physical Geography 12                                                      |
|                                                               | • Physics 12                                                                 |
|                                                               | • Political Studies 12                                                       |
|                                                               | • Pre-Calculus 12                                                            |
|                                                               | • Punjabi 12                                                                 |

|                          |                           |
|--------------------------|---------------------------|
|                          | •Russian 12               |
|                          | •Social Justice 12        |
|                          | •Spanish 12               |
|                          | •Spoken Language 12       |
|                          | •Statistics 12            |
|                          | •Urban Studies 12         |
| English 12               | •English Studies 12       |
| English 12 First Peoples | •English First Peoples 12 |

**Chart 5: Courses requiring Changes to Prerequisites**

| UFV Course      | New High school courses to be added to UFV Calendar:                                                                                                                     |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>BIO 093</b>  | •Anatomy and Physiology 12<br>•Life Sciences 11                                                                                                                          |
| <b>BIO 111</b>  | •Life Sciences 11 with a C or > & Chemistry 12 OR<br>•Anatomy and Physiology 12 with a C+ > AND<br>Chemistry 11 or 12 with a C or>                                       |
| <b>BUS 143</b>  | •Workplace Math 11<br>•Apprenticeship Math 12                                                                                                                            |
| <b>CHEM 150</b> | <u>One of the following:</u><br>Life Sciences 11<br>Anatomy and Physiology 12<br>Chemistry 11 or 12<br>Computer Science 11 or 12<br>Earth Science 11<br>Physics 11 or 12 |
| <b>CMNS 120</b> | English Studies 12 or English First Peoples 12                                                                                                                           |
| <b>CMNS 125</b> | English Studies 12 or English First Peoples 12                                                                                                                           |
| <b>CMNS 140</b> | English Studies 12 or English First Peoples 12                                                                                                                           |
| <b>CMNS 200</b> | English Studies 12 or English First Peoples 12                                                                                                                           |
| <b>ENGL 071</b> | •Any two English Language Arts 10                                                                                                                                        |
| <b>ENGL 081</b> | <u>One of the following:</u><br>•Any two English Language Arts 10<br>•Any English Language Arts 11<br>•Any English Language Arts 12                                      |
| <b>ENGL 090</b> | •Any English Language Arts 11 course                                                                                                                                     |
| <b>ENGL 091</b> | <u>One of the following:</u><br>•Any Grade 11 English Language Arts 11<br>•English Studies 12 or English First Peoples 12                                                |
| <b>ENGL 099</b> | •English Studies 12 or English First Peoples 12                                                                                                                          |
| <b>ENGL 104</b> | • English Studies 12 or English First Peoples 12                                                                                                                         |
| <b>ENGL 105</b> | •English Studies 12 or English First Peoples 12                                                                                                                          |
| <b>ENGL 108</b> | •English Studies 12 or English First Peoples 12                                                                                                                          |
| <b>ENGL 170</b> | •English Studies 12 or English First Peoples 12                                                                                                                          |
| <b>FNST 091</b> | •Any English Language Arts 11 course                                                                                                                                     |
| <b>IPK 092</b>  | •Any 2 English Language Arts 10 course Or<br>Any English Language Arts 11, or 12 course                                                                                  |
| <b>IPK 093</b>  | •Any English Language Arts 11 or English Studies 12 or English First Peoples 12                                                                                          |

|                 |                                                 |
|-----------------|-------------------------------------------------|
| <b>PHYS 083</b> | •Workplace Math 11<br>•Apprenticeship Math 12   |
| <b>PHYS 100</b> | • Calculus 12<br>• Apprenticeship Math 12       |
| <b>PNUR 147</b> | •Anatomy and Physiology 12                      |
| <b>PSYC 101</b> | •English Studies 12 or English First Peoples 12 |
| <b>PSYC 102</b> | •English Studies 12 or English First Peoples 12 |
| <b>PSYC 110</b> | •Workplace Math 11                              |

**Chart 6: Revisions to High School Options  
for UFV Math and Stats Courses**

| Course Additions to Current High School Math/Stats Prereqs |                                                                                                                                                                                                                              |
|------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| STAT 104                                                   | <u>Add One of the following:</u><br>C or $\geq$ Calculus 12<br>C or $\geq$ Statistics 12<br>B or $\geq$ Workplace Math 11<br>B or $\geq$ History of Math 11<br>B or $\geq$ Apprenticeship Math 12                            |
| STAT 106                                                   | <u>Add One of the following:</u><br>C or $\geq$ Statistics 12<br>C or $\geq$ Calculus 12                                                                                                                                     |
| MATH 105                                                   | <u>Add One of the following:</u><br>B or $\geq$ Calculus 12<br>B or $\geq$ Geometry 12<br>B or $\geq$ Statistics 12                                                                                                          |
| MATH 110                                                   | Add<br>B or $\geq$ Calculus 12                                                                                                                                                                                               |
| MATH 111                                                   | Add<br>A or $\geq$ Calculus 12                                                                                                                                                                                               |
| MATH 123                                                   | <u>Add One of the following:</u><br>C or $\geq$ Statistics 12<br>C or $\geq$ Calculus 12<br>C or $\geq$ Geometry 12<br>C or $\geq$ Apprenticeship Math 12<br>B or $\geq$ Workplace Math 11<br>B or $\geq$ History of Math 11 |
| MATH 140                                                   | Add<br>C+ or $\geq$ Calculus 12                                                                                                                                                                                              |
| MATH 141                                                   | Add<br>B or $\geq$ Calculus 12                                                                                                                                                                                               |
| MATH 124                                                   | Add<br>C+ or $\geq$ in both Statistics 12 and Computer Science 12                                                                                                                                                            |
| MATH 125                                                   | Add<br>C+ or $\geq$ in both PC 11 and Geometry 12<br>C+ or $\geq$ in both PC 11 and Statistics 12                                                                                                                            |





**UNDERGRADUATE EDUCATION COMMITTEE**

**TERMS OF REFERENCE**

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1. Advise Senate on curricular matters related to the undergraduate educational programs of the university.
2. Advise Senate on policies, procedures, and criteria for the admission, evaluation, withdrawal, and promotion of undergraduate students.
3. Advise Senate on the criteria for awarding certificates, diplomas, and degrees to undergraduate students.
4. Advise Senate on policies and procedures for review and approval of new and existing courses, programs, or curricular changes.
5. Review the recommendations of faculty councils, approve the recommendations where mandated by Senate to do so, and inform Senate.
6. Advise the Academic Planning & Priorities Committee on proposals for new and revised programs that occasion a change to the alignment of programs with institutional priorities.
7. Make recommendations to Senate on the resolution of disputes between departments and other academic divisions related to undergraduate course and program development and delivery.
8. Establish such subcommittees as needed to fulfill the committee's responsibilities.
9. Other duties as assigned by Senate.

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2014-15 Senate review complete, with revisions approved by Senate 2015 04 10  
Terms of Reference and Membership Composition revisions approved at Senate 2016 11 04



## **UNDERGRADUATE EDUCATION COMMITTEE**

### **COMPOSITION**

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#### **Voting Members:**

- Chair, a faculty member of the committee, nominated by the committee, and approved by Senate
- Vice-Chair, University Registrar (or designate)
- Nine faculty members, approved by Senate, at least two of whom shall be members of Senate\*
- Two Deans or associate deans approved by Senate
- University Librarian or designated Librarian\* (ex officio)
- One Academic Advisor approved by Senate
- One staff member approved by Senate
- Two undergraduate students approved by Senate
- Associate Vice-President, Teaching and Learning (or designate) (ex officio)

#### **Ex Officio Non-Voting Members:**

- Provost & Vice-President, Academic (or designate)
- Associate Vice-President, Research, Engagement, and Graduate Studies (or designate)
- Executive Director, International Education
- Senior Advisor on Indigenous Affairs
- Manager, Enrolment Planning
- Director, Institutional Research and Integrated Planning
- Coordinator, Program Development and Quality Assurance
- Director, Advising Centre

#### **Administrative Support:**

- UEC Assistant/Calendar Editor, Office of the Registrar

\*Normally, there shall be at least one member from each of the Faculties, selected to reflect the diversity of disciplines at the university.

\*\*Normally the designate shall be appointed for a minimum of a one-year term to ensure continuity.

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2014-15 Senate review complete, with revisions approved by Senate 2015 04 10  
Terms of Reference and Membership Composition revisions approved at Senate 2016 11 04