

Health Unit Coordinator – CHH-3302

COURSE SYLLABUS

INSTRUCTOR:

Sharon Adlam

OFFICE HOURS:

By appointment.

MATERIALS:

Text: Health Unit Coordinating, 6th edition, ISBN 1-4160-4172-9
by Myrna L. Brooks

Text: Medical Terminology Made Easy, ISBN 1-4018-9884-X
by Jean Tannis Dennerll

All materials for sale in Delta Bookstore

COURSE

DESCRIPTION:

The first 80 hours of the program are spent in a classroom environment. You are evaluated through written exams, class participation, punctuality and attendance. You spend the next 160 hours in the clinical portion of the program. Here you receive hands-on experience at a local hospital. You train with a health unit coordinator preceptor (clinical instructor) during this time. An on-going evaluation by the instructor and the preceptor is conducted through individual conferences and written examinations. The student must maintain a 75% average in each aspect of the program, including ethical and safety aspects as well as demonstrations, in order to receive a certificate.

COURSE POLICIES:

Attendance: Consistent on-time attendance is mandatory. If a problem arises, you **MUST** contact your instructor and your clinical unit prior to the class or clinical. You **MUST** have a back-up babysitter and transportation – neither excuse will be acceptable as reason for missing class.

Withdrawal: If you find it necessary, you may withdraw from the class until the 12th week of the course. A "W" will be given if you withdraw prior to mid-term. A "WP" or a "WE" will be given after mid-term, indicating withdrawal passing or failing. The instructor for the class has the ability to "Instructor Withdraw" a student until the 12th week of class for excessive absence.

Please officially withdraw if you cannot complete the class for any reason!!!!

Uniform: All students must have an updated Delta Student ID Card (picture used for clinical badge). Scrubs – any color

Dress according to hospital policy – instructor will discuss with you prior to clinicals. **NO GUM IN CLASS OR IN THE CLINICAL AREA !!!**

Supplies: (Always have with you) Black pen – non erasable ink, Red pen, small 3-ring notebook with dividers.

Program Dismissal: Students will perform in an ethical manner or will be dismissed. Permanent exclusion from the class shall be instituted when a pattern of unethical behavior or unsafe behavior persists. The instructor will confer with the student and identify areas of unethical, unsafe, or inappropriate behavior. Any student excluded from the clinical area shall fail the course or may drop in accordance with college policy.

GRADING:

If the student cannot achieve 75 % grade average during the lecture portion of this course, the student will not proceed to clinical training and will fail the course or may drop in accordance with college policy.

If the student cannot achieve 75 % in the computer training portion, the student will not proceed to clinical training and will fail the course or may drop in accordance with college policy.

If the student cannot achieve 75 % in the first TWO weeks of the clinical portion, she/he will receive a written warning giving one week's notice to improve grades to 75 %

If the student does not achieve 75 % by the THIRD week of clinical training, the student will not proceed and will fail the course or may drop in accordance with college policy.

The program may be repeated one time only.

Grades will be assigned based on the following percentage division:

Pass: 75% - 100% No Credit: Below 75%

ADVERSE WEATHER:

CLOSING OFF-CAMPUS CENTERS/SITES DUE TO ADVERSE SITUATIONS: When the main campus of Delta College is closed, all classes at off-campus centers and sites are canceled as well. However, an off-campus center or site building may remain open when the main campus is closed.

In the event that the College must make any adjustment to its normal operation, please refer to the following suggestions:

- For the most current and accurate information, go to the Delta College Web site: www.delta.edu.
- If you do not have computer access, tune in to Delta College Quality Public Broadcasting, Q-TV, or Q-90.1 FM. You can also call the Delta College Information Line at (989) 686-9179.
- All commercial radio and television stations will also be notified, but the College is limited because of automated voice mail systems on how the information is reported. The most complete information will be available on the Delta College Web site: www.delta.edu.

The Academic Services and LifeLong Learning offices will then notify the appropriate instructors involved.

Refund Policy:**Tuition and Special Course Fee**

100% REFUND: through the 7th calendar day** of the semester or start date listed in the schedule (including the first day of class, Saturday, Sunday, and holidays)

50% REFUND: from the 8th through the 11th calendar day** of the semester or start date listed in the schedule (including the first day of class, Saturday, Sunday and holidays)

NO REFUND: after the 11th calendar day** of the semester or start date listed in the schedule (including the first day of class, Saturday, Sunday and holidays)

Reminder: Deadlines may fall on a Saturday, Sunday, or holiday when offices are closed.

For courses less than four weeks but more than 2 days:

100% REFUND: through the first quarter of the total days*** of the course

50% REFUND: through the second quarter of the total days*** of the course

NO REFUND: after the second quarter of the course

For one or two day courses:

100% REFUND: before the start date of the course

NO REFUND: after course begins

Courses which have nonrefundable tuition or course fees are noted in the schedule booklet.

**Calendar day is defined as all the days of the week including Saturday, Sunday, and holidays

***Total days is defined as all the days of the course from the start date to the end date listed in the schedule booklet including Saturday, Sunday, and holidays

REGISTRATION FEE: No refund, unless all courses are cancelled by the College

Week	Chapters	Topic	Appendix B (pg. 563)	Test	Med Sheet
1	1 - 5	<ul style="list-style-type: none"> • Introduction & Orientation to course • History of HUC • Job description/duties of HUC • Hospital department and purpose of communication devices • Communication skills needed for HUC 	A, B		Narcotics, analgesics
2	5 - 9	<ul style="list-style-type: none"> • Medical and legal considerations • Management skills • Chart forms • Transcription of Dr.'s orders • Error correction 	C, D		Hypnotics, anti-emetics
3	9 - 11	<ul style="list-style-type: none"> • Chart Forms • Transcription of Dr.'s orders • Kardexing • Nursing observations & treatment orders 	E, F & G	Test #1, Chapters 1-7, A-D meds through anti-emetic	Anti-hypertensives, ulcer meds, hypoglycemics
4	11 - 13	<ul style="list-style-type: none"> • Nursing treatment orders • Questions on skills • Assignment for Chapter 10-13 • Diet orders • Transcription of medication orders • MARS 	H - K	Test #2, Chapters 8-11 A-G meds through hypoglycemic	Laxatives, antacids
5	13 - 15	<ul style="list-style-type: none"> • Transcription of questions on skills assignment 13 • Begin transcription of lab orders • Diagnostic imaging orders 	L, M		Anti-diarrhea, placebo, antibiotics
6	13 - 15	<ul style="list-style-type: none"> • Questions on skills • Finish lab orders • Diagnostic imaging 	N, O		Anti-coagulants, thyroid, anti-histamine
7	17 - 19	<ul style="list-style-type: none"> • Questions on skills 14 & 15 • Transcription of diagnostic imaging • Diagnostic studies • Treatment orders 	P, Q	Test #3, Chapters 12-14, A-O meds through antihistamine	Anti-plastic muscle relaxants, potassium
8	17 - 19	<ul style="list-style-type: none"> • Question skills 16 & 17 • Treatment orders • Misc. orders • Admits • Pre/Post-op procedures 	R, S		Anti-inflammatory, vitamins, topicals
9	19 - 22	<ul style="list-style-type: none"> • Discharges • Transfers • Graph vs. routine HUC tasks 	T	Test #4, chapters 15-18, A-S meds through topicals	Diuretic, cardiovascular
10		<ul style="list-style-type: none"> • Cont. transcription of orders 	U - Z		Med sheets respiratory, anti-anxiety
11		<ul style="list-style-type: none"> • Working on HUC skills 		Test #5, MARS, Graphic, Kardex	Urinary, germicides, anti-convulsants
12		<ul style="list-style-type: none"> • Preparing for clinical 			Anti-depressants
Clinical Week 1 & 2	Computer training at respective sites	<ul style="list-style-type: none"> • Focus • Prepare for independence • Critical thinking skills • Function efficiently 		Final Exam given at Delta	

CHH-3302 Health Unit Coordinator Program Schedule

Week	Topics/Times	Total Hours
Week #1	Lecture Tues. 8:00 – 4:00, Wed. 8:00 – 2:00, Thurs. 8:00 – 2:00	20
Week #2	Lecture Tues. 8:00 – 4:00, Wed. 8:00 – 2:00, Thurs. 8:00 – 2:00	20
Week #3	Lecture Tues. 8:00 – 4:00, Wed. 8:00 – 2:00, Thurs. 8:00 – 2:00	20
Week #4	Lecture Tues. 8:00 – 4:00, Wed. 8:00 – 2:00, Thurs. 8:00 – 2:00	20
Week #5	Computer Lab Mon., Wed. & Thurs. 8:00a – 2:30p (Bay Medical) Tues., Wed. & Thurs. 3:00p – 9:00p (Covenant) Mon., Wed. & Thurs. 8:00a – 2:30p (St. Mary's)	19.5
Week #6	Computer Lab Mon., Wed. & Thurs. 8:00a – 2:30p (Bay Medical) Tues. & Wed. & Thurs. 3:00p – 9:00p (Covenant) Mon., Wed. & Thurs. 8:00a – 2:30p (St. Mary's)	19.5
Week #7	Clinical Mon., Wed. & Thurs. 7:00 – 2:30 (Bay Medical) Tues., Wed. & Thurs, 7:00 – 2:30 (Covenant) Tues., Wed. & Thurs, 7:00 – 2:30 (St. Mary's)	22.5
Week #8	Clinical Mon., Wed. & Thurs. 7:00 – 2:30 (Bay Medical) Tues., Wed. & Thurs, 7:00 – 2:30 (Covenant) Tues., Wed. & Thurs, 7:00 – 2:30 (St. Mary's)	22.5
Week #9	Clinical Mon., Wed. & Thurs. 7:00 – 2:30 (Bay Medical) Tues., Wed. & Thurs, 7:00 – 2:30 (Covenant) Tues., Wed. & Thurs, 7:00 – 2:30 (St. Mary's)	22.5
Week #10	Clinical Mon., Wed. & Thurs. 7:00 – 2:30 (Bay Medical) Tues., Wed. & Thurs, 7:00 – 2:30 (Covenant) Tues., Wed. & Thurs, 7:00 – 2:30 (St. Mary's)	22.5
Week #11	Clinical Mon., Wed. & Thurs. 7:00 – 2:30 (Bay Medical) Tues., Wed. & Thurs, 7:00 – 2:30 (Covenant) Tues., Wed. & Thurs, 7:00 – 2:30 (St. Mary's)	22.5