



**Grande Prairie Regional College**

**Unit Clerk Certificate Program**

**Department: Nursing**

**UC 1213**  
**Spring 2009**

Developed by:  
Shonda Holt BScN, RN

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### **Course Dates**

Start Date: May 5, 2009

End Date: June 5, 2009

### **Course Description**

#### **UC 1213 Work Experience (0-4-30c) in 4 weeks**

The work experience provides you with an opportunity to consolidate previous learning in the work environment. Orientation to information systems will occur prior to the start of the work placement. Students will work with experienced Unit Clerks who act as a resource.

### **Prerequisites**

OA 1040, OA 1231, OA1210, OA 1365, UC 1202, UC1208, UC 1206, CPR

### **Course Objectives**

*Upon successful completion of this course, the student will be able to:*

#### **PROFESSIONAL RESPONSIBILITY and ETHICAL PRACTICE**

1. Apply legal and ethical standards in Unit Clerk situations by consistently demonstrating:
  - a. Respect for values, beliefs and rights of others
  - b. Honesty
  - c. Integrity
2. Demonstrate :
  - a. Appropriate communication
  - b. Responsibility and accountability by
    - i. Preparing for practicum
    - ii. Practicing according to policies and procedures of host agencies and educational unit
  - c. confidentiality
  - d. self-awareness
  - e. self –appraisal
3. Demonstrate attitudes and skills for learning by:
  - a. Identifying strengths and limitations of self
  - b. Being receptive to feedback
  - c. Identifying strategies to address limitations of self

- d. Seeking assistance appropriately
- e. Completing self-evaluation
- f. Showing initiative re: change

#### **KNOWLEDGE BASED PRACTICE**

- 4. Demonstrate awareness of quality assurance and risk management processes to enhance Unit Clerk practice related to:
  - a. Fire and Safety
  - b. Universal Precautions
  - c. Personal safety
  - d. Emergency procedures
- 5. Demonstrate a working understanding of
  - a. Communication techniques
  - b. Time management
  - c. Stress management
  - d. Organizing and prioritizing workload
  - e. Problem solving skills
- 6. Demonstrate a working understanding of:
  - a. Organizing and coordinating appointments in the acute and community setting
  - b. Transcribing medical and surgical orders
  - c. Medical charts and forms used in the work setting
  - d. Coordinating admissions, discharges and transferring of patients
  - e. Various drug nomenclature and pharmacy procedures
  - f. Various laboratory departments, and the requisitions for laboratory orders
  - g. Various Diagnostic departments, requisitions and preparation for diagnostic procedures
- 7. Demonstrate a working understanding of supply and inventory control.

#### **PROVISION OF SERVICE TO THE PUBLIC**

- 8. With assistance, develop cooperative relationships with health care personnel, clients, community members and community agencies.
- 9. Demonstrate caring behaviors in professional situations by:
  - a. Recognizing the uniqueness, worth and dignity of self and others
  - b. Demonstrating respect and sensitivity to self and others
  - c. Establishing, maintaining and terminating work relationships in a supportive manner

#### **Required Resources**

Lafleur-Brooks, M., & Gillingham, E. A. (2009). *Health unit coordinating* (6<sup>th</sup> Ed.). Missouri: Saunders

Chabner, D. E. (2005). *Medical terminology: A short course* (4<sup>th</sup> Ed.). Elsevier: Missouri

### **Recommended Resources**

Medical/Allied Health dictionary of your choice.  
Current (Nursing) drug guide.

### **Evaluations 100%**

Midterm Evaluation: 50%

Final Evaluation: 50%

The student **MUST** receive a pass in every component of the final practicum evaluation. An F in **ANY** objective will result in a failing grade.

Your evaluation will include a self evaluation, preceptor evaluation and instructor evaluation.

The assignment of final grade will be made by the instructor.

An instructor, in consultation with the Chair, may immediately deny assignment of a student to, may withdraw a student from, or vary the terms or conditions or a site of a practicum placement, if the instructor has reasonable grounds to believe that this is necessary in order to protect public interest.

### **Schedule**

Orientation – May 5, 2009 QEII

Seminar Fridays 0830 – 1230

Shifts will vary according to the agency placement and will fall between Monday and Thursday.

### **Required Equipment**

- Professional Dress (Students are expected to abide by the dress code of the particular agency where their clinical experience is taking place. All students will wear a Grande Prairie Regional College picture ID.)
- Name tag (Agency name tag and GPRC name tag)
- Black pen, red pen, pencil, highlighter
- Work placement evaluations
- Self evaluations

### **Absenteeism**

1. A student who is absent more than two practicum days may need to make up lost time before being able to complete the course. **Absences from the clinical site may result in the instructor's being unable to evaluate the student's clinical performance resulting in a grade of F.**

## Grading Conversion Chart

<b>Alpha Grade</b>	<b>Designation</b>
A+	Excellent
A	Excellent
A-	First Class Standing
B+	First Class Standing
B	Good
B-	Good
C+	Satisfactory
C	Satisfactory
C-	Satisfactory
D+	Minimal Pass
D	Minimal Pass
F	Fail

### Plagiarism

The penalty for plagiarism is severe. It may result in expulsion of the program and the institution or may result in a failing grade.

Please refer to the GPRC website on plagiarism:

[www.gprc.ab.ca/pdf/policies/academic/studentmisconduct-plagiarismandcheating.pdf](http://www.gprc.ab.ca/pdf/policies/academic/studentmisconduct-plagiarismandcheating.pdf)