



Grande Prairie Regional College

Unit Clerk Certificate Program

Department: Nursing

UC 1213

Developed by:

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Course Dates

Start Date: April 30, 2007

End Date: May 25, 2007

Course Description

UC 1213 *Practicum* (0-4-30c) in 4 weeks

The practicum 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 practicum. Students will work full shifts with an experienced Unit Clerk who acts as a preceptor, following the preceptor's rotation.

Prerequisites

OA 1040, OA 1231, OA1210, OA 1365, UC 1202, UC1208, UC 1206,
CPR certification at the Basic Rescuer Level must be maintained throughout the practicum.

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. Workplace Hazardous Materials Information Sheet (WHMIS)
 - b. Fire and Safety
 - c. Universal Precautions
 - d. Personal safety
 - e. 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. (2004). *Health unit coordinating* (5th Ed.). Missouri: Saunders

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

Required Resources

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

Evaluations 100%

Midterm Evaluation: 50% (Week two)
Final Evaluation: 50% (Week four)

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

Week 1: 16 hours of seminar.
Week 2-4: practicum as scheduled with preceptor.

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
- Preceptor 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

Alpha Grade	Designation
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