NBCC
Moncton Campus

Health Unit Coordinator

Are you an organized individual who would enjoy the dynamics of a hospital atmosphere or other health related setting? If you thrive in a fast paced environment and you are a team player, this program is for you.

PROGRAM INFORMATION

September 2010 - March 2011

This 24-week program is designed to provide the student with the skills and knowledge necessary for employment in a hospital nursing unit as well as other health care settings.

Health Unit Coordinators (Ward Clerks) are responsible for transcribing and processing physicians' orders, completing requisitions to meet unit needs, performing record keeping duties relating to patients' charts from admission to discharge, assisting in payroll entry functions as requested and performing other duties as assigned.

PROGRAM OF STUDIES:

- Keyboarding
- Health Unit Operations
- Working as a Health Unit Coordinator
- Interpersonal Communications
- Introduction to MS Office: Word and Excel
- Medical Order Entry
- Introduction to Computers
- Health Unit Coordinator Work Practicum
- Work Safety
- Introduction to Basic Medical Terminology
- Advanced Medical Terminology
- Processing Medication Orders

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ADMISSION REQUIREMENTS

High School Diploma or Adult High School Diploma or GED Diploma of High School Equivalency

Accepted candidates must submit at their own expense, the results of a criminal check through the Canadian Police Information Centre and a satisfactory physical examination and immunization on a New Brunswick Community College medical form.

EMPLOYMENT OPPORTUNITIES

Graduates of this program may be employed in various health related settings, including hospitals, physicians' offices, nursing homes, medical clinics, or other areas where medical-clerical employees are needed.

SPECIFIC CONSIDERATIONS

To be successful in this career, graduates of this program must be willing to work a variety of hours, enjoy working in a fast paced and demanding team environment and have excellent communication skills, as the health unit coordinator is the link between patients, family, and the health care team.

PROGRAM FEES

Tuition	$5,800
Textbooks	$800
Other	$500
Student Council	$75

FOR MORE INFORMATION, CONTACT

NBCC Moncton Campus
1234 Moutain Road Moncton, NB E1C 8H9
(506) 856-2220 or 1-888-664-1477
student.services@gnb.ca
www.nbcc.ca/moncton

New Brunswick Community College Moncton

Application for Admission

Health Unit Coordinator (Ward Clerk)

Personal Information

Surname: _____ First Name: _____ Previous Surname: _____ (if applicable)

Mailing Address: _____ (Street/ Rural Route №./ Box no.) _____ (City/ Town)

_____ (Province) _____ (Country) _____ (Postal Code) _____ Telephone (home) _____ (work)

SIN: ____ / _____ / _____ Medicare Number: (NB): _____ / _____/ _____

Gender: Male ☐ Female ☐ Mother Tongue: English ☐ French ☐ Other ☐

Date of Birth: _____ / _____ / _____ (year) (month) (day) Email address: _____

Canadian Citizen ☐ Landed Immigrant ☐ Student Visa ☐ Other ☐ Specify _____

Education

Name of School / Location	Current Level Attending	Last Level Completed	Year	Office Use Only

Please describe your work experience, both full time and part time.

_____
_____
_____
_____

Why have you chosen the Health Unit Coordinator program?

_____
_____
_____

Instructions

1. Please print clearly
2. Fax (506-856-3382) or mail your completed application to New Brunswick Community College
3. Attach or forward your transcript from high school, college and university if applicable.
4. Call: 506-856-3947 (toll free: 1-888-664-1477) for more information.

PLEASE RETURN APPLICATION TO:
New Brunswick Community College Moncton Campus
Student Services
1234 Mountain Road, Moncton, NB E1C 8H9