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| Student Name (First Last):       Staff Initials:       Date:       |
| Health Unit Coordinator |
| Certificate |
| **Admissions Date:** Fall and Spring quarters (*Day Schedule only 8:00am-2:45pm*) *Note: The evening option is not available at this time.*  |
| **Contact email:** joylene.perez@cptc.edu **Program Counselor:** kevin.kildun@cptc.edu |
| **Prerequisites:**  * Students are asked to attend an orientation/advising meeting with the instructor and enroll and complete COLL 102.
* Students are required to display basic computer skills. These include but are not limited to: using email, typing 35 wpm, navigating the internet, word processing, and inputting data into a spreadsheet and database.
* Students must obtain a current CPR card for healthcare providers.
* In order to participate in the clinical aspect of the program, students must receive, during HUC 108 course, a “No Record on File” report from the Washington State Patrol, related to Crimes Against Persons.
* Students must have current immunizations or laboratory verification of immune status. Immunizations could include, but are not limited to: Hepatitis B series, Tetanus/Diphtheria, Tuberculosis Test, Measles/Mumps/Rubella, and Varicella and yearly flu shot as required by contracts with clinical facilities and CDC recommendations.
* Proof of immunizations should be submitted the first week of class unless arrangements have been made with the instructor. Some hospitals may require a drug screen test before the student is permitted to practice in the hospital. Most clinical sites enforce a No Smoking Policy. Smoking at a clinical site may hinder completion of the program.
* Each student is required to carry personal health/medical insurance throughout the program and their clinical rotations.
* No student will be allowed at clinical site without proof of insurance. Must be a High School graduate or have a GED by completion of program.
* Students must be at least 17 ½ years of age to begin the program.
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| ***\*Indicates a course appropriate for a first-quarter student*** |
| Technical Program Courses | **Credits** | **Quarter Taken** |
|  |  COLL 102 College Success for All | 3 |       |
| Qtr. 1 |  HUC 108 Introduction to Health Unit Coordination | 6 |       |
|  HUC 106 Anatomy & Physiology for Health Unit Coordinators\* | 3 |       |
|  HUC 114 Unit Coordinator Tasks & Procedures I\* | 7 |       |
|  HUC 120 Unit Management I | 3 |       |
|  HUC 204 ECG Monitor Technician | 3 |       |
| Qtr. 2 |  HUC 112 Unit Coordinator Tasks & Procedures II4 | 4 |       |
|  HUC 113 Introduction to Communications in the Health Unit Coordinator Role3 | 1 |       |
|  HUC 118 Advanced Communications in the Health Unit Coordinator Role3 | 2 |       |
|  HUC 122 Unit Management II | 3 |       |
|  HUC 126 Legal/Ethical Aspects of Unit Coordinating | 2 |       |
|  HUC 132 Clinical Experience | 7 |       |
| ***Total Credits for Completion*** | ***44*** |  |
| **Quarterly Self Planning Grid** |
| **Quarter 1** | **Quarter 2** | **Quarter 3** | **Quarter 4** |
| Class:       | Class:       | Class:       | Class:       |
| Class:       | Class:       | Class:       | Class:       |
| Class:       | Class:       | Class:       | Class:       |
| Class:       | Class:       | Class:       | Class:       |
| **Notes:**  |

***\*Please check in periodically with Advising and Counseling regarding any potential changes to program course requirements***