|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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. | | | | | | | |
| ***\*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 II  4 | | | | 4 |  | |
| HUC 113 Introduction to Communications in the Health Unit Coordinator Role  3 | | | | 1 |  | |
| HUC 118 Advanced Communications in the Health Unit Coordinator Role  3 | | | | 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***