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HLUC 1025: Role of the HUC

EFFECTIVE DATE

September 2021

DEPARTMENT

Health Unit Coordinator

DESCRIPTION

This course introduces students to the administrative role and responsibilities of the health unit coordinator (HUC) and members of the interdisciplinary team in various health care settings. Students learn the terms to work in a clerical, support role and how to complete tasks accurately and safely on electronic or paper health records. Students will learn how to manage patient transitions such as admissions, transfers and discharges and be able to describe the organizational structure of the hospital and its departments. Students will also examine the role of their actions on patient safety and the principles of confidentiality when working in the health care environment.

CREDITS

3.0

YEAR OF STUDY

1st Year Post-secondary

PREREQUISITES

None

COREQUISITES

None

COURSE LEARNING OUTCOMES

Upon successful completion of this course, students will be able to:

- Describe the essential role of the HUC across health care settings.
- Describe the roles and responsibilities of the multi-disciplinary health care team.
- Define the organizational structure of departments and services in health care.
- Differentiate the processes required for patient transitions in health care systems.
- Apply effective problem solving skills to promote safe patient care.
- Demonstrate computer literacy skills required to practice safely in the HUC role.
- Demonstrate accurate written, verbal and electronic communication on patient health records.

PRIOR LEARNING ASSESSMENT & RECOGNITION (PLAR)

None

HOURS

Lecture: 30

Lab: 30

INSTRUCTIONAL STRATEGIES

Guided discussions, demonstrations, group activities, case studies, lecture, simulations.

GRADING SYSTEM

Letter Grade (A-F)

PASSING GRADE

B-=68%

EVALUATION PLAN

Type	Percentage	Assessment activity
Quizzes/Tests	30	Short answer quiz or test.
Exam	35	Midterm exam or case study.
Exam	35	Final exam or case study.

COURSE TOPICS

- Overview of the HUC role and multidisciplinary health care team
- Responsibilities and tasks of the HUC and multidisciplinary health care team
- Admission, Transfer, Discharge, and Death terms and abbreviations:
- Freedom of Information and Protection of Privacy Act (FOIPPA) and Confidentiality
- British Columbia health authorities and resources

Patient safety guidelines and terms

Online modules to complete as required by the health authority

Bed management terms and abbreviations

LEARNING RESOURCES

Resources are items which the student is responsible for purchasing as identified by the department/instructor.

Notes:

- Course contents and descriptions, offerings and schedules are subject to change without notice.
- Students are required to follow all College policies including ones that govern their educational experience at VCC. Policies are available on the VCC website at:
<https://www.vcc.ca/about/governance--policies/policies/>.
- To find out how this course transfers, visit the BC Transfer Guide at <https://www.bctransferguide.ca>.

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