



HLUC 1145: Practicum Orientation

EFFECTIVE DATE

September 2021

DEPARTMENT

Health Unit Coordinator

DESCRIPTION

The course provides students with the technical and reflective skills to work as a professional member of the health care team. Students will complete activities and assignments on and off campus in preparation for the practicum course.

CREDITS

2.0

YEAR OF STUDY

1st Year Post-secondary

PREREQUISITES

HLUC 1050 Practicum 1 HLUC 1105 Order Processing Foundations

COREQUISITES

None

COURSE LEARNING OUTCOMES

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

- Create a personal learning plan for the clinical practice setting.
- Identify organizational, time, and stress management skills for the health unit coordinator (HUC) role.
- Demonstrate resume writing and interview skills required for HUC employment.
- Demonstrate accurate keyboarding skills utilizing relevant software.
- Demonstrate a minimum keyboarding speed of 40 gross words per minute on a 5-minute test with 5 errors or less.
- Complete orientation requirements specified by the BC Practice Education Guidelines as per Health Sciences Placement Network (HSPnet)

PRIOR LEARNING ASSESSMENT & RECOGNITION (PLAR)

None

HOURS

Lecture: 20

Lab: 30

INSTRUCTIONAL STRATEGIES

Classroom, lab, self reflective exercises and simulation.

GRADING SYSTEM

Satisfactory/Unsatisfactory

PASSING GRADE

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EVALUATION PLAN

Type	Percentage	Assessment activity
Lab Work	35	Keyboarding skill assessments completed as per department requirements.
Assignments	35	Satisfactory written reflective learning plan as per rubric.
Project	30	Satisfactory completion of resume writing, mock interview skills, and health authority orientation as per rubrics.

COURSE TOPICS

- Preparing for the practicum placement: Health authority required orientation
 - Learning plan
 - Interview skills
 - Key boarding skills
 - Resume writing
 - Mock interview

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>.

Broadway campus

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Vancouver, B.C. Canada
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Downtown campus

250 West Pender Street
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Annacis Island campus

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