



20000 68th Ave W
Lynnwood, WA 98036-5999
www.edcc.edu

Allied Health Education Health Unit Coordinator Certificate Program Requirements 2011-2012

Student Name: _____
Student ID: _____

Program Description This program prepares the student to work as a health unit coordinator in a nursing unit of a hospital or skilled nursing facility. The health unit coordinator works closely with health professionals providing communication support to nursing services and ancillary departments in the collection and dissemination of patient data.

Upon completion of the program, graduates are eligible for the certification examination given by the National Association of Health Unit Coordinators.

Degree Outcomes The knowledge, skills and abilities incorporated into this course of study were based on established skills standards at the state and national level. Each module describes the specific skills the student will gain in that portion of the course. Outcomes for Edmonds Community College degrees and certificates can be found in the online college catalog at the bottom of each degree or certificate. To find specific outcomes, click on the degree or certificate from the program list in the online catalog at <http://catalog.edcc.edu>.

Common Course Numbering Changes Please refer to www.edcc.edu/ccn for more information.

Credit/Grade Requirements This Certificate requires successful completion of a minimum of **33 credits or a minimum of 25 credits with documentation of a valid CNA license in Washington State**. A minimum of one-third of the required credits must be earned from Edmonds Community College. Students are required to maintain a minimum cumulative grade point average of 2.0 in all college-level courses.

Students must achieve a grade of 2.0 or higher in all Health Unit Coordinator courses. Required program courses may be repeated.

Prerequisites Proof of completion of the prerequisite courses with a minimum grade of 2.0 or equivalent is required to enroll in the certificate classes. Course substitutions are allowed. Students with previous healthcare training may be able to waive prerequisites on adviser approval. Students must see their Allied Health program adviser to complete this process.

Graduation Application A completed Graduation Application form must be submitted to Enrollment Services by the 10th day of the quarter in which the student expects to graduate. Forms are available at Enrollment Services located in Lynnwood Hall, or online at www.edcc.edu/credentials/

Students are advised to

- Plan their schedule several quarters in advance in order to accommodate courses that are offered only once or twice a year
- Review the college catalog for required course prerequisites and include these in schedule planning (Refer to box above certificate requirements)
- Communicate with a faculty adviser

SPECIAL NOTES

Criminal background checks are required for all Allied Health programs. Students should be aware that **certain gross misdemeanors and felonies may disqualify them from participating in clinical externships and unable to complete their certificate. Future employment opportunities in the healthcare field may also be affected.**

Students may request their background check from the Washington State Patrol (small fee required); students are encouraged to meet with an adviser if the background check reveals any activity that might disqualify them from the externship.

Summary of Occupational Exposure Students planning to enter the Health Unit Coordinator program need to know that, as a health care provider, they are at risk for exposure to blood borne pathogens. Tasks and procedures performed by the health care professional involve risks classified by the Center for Disease Control in the following way

- Category I – Direct contact with blood or other bodily fluids to which universal precautions apply
- Category II – Activities performed without blood exposure but exposure may occur in emergencies
- Category III – Task/activity does not entail predictable or unpredictable exposure to blood

Advisers

The advisers for this program are
Erika Ferreri erika.ferreri@edcc.edu
Connie Lockwood connie.lockwood@edcc.edu
Elizabeth Patterson elizabeth.patterson@edcc.edu

College Resources

Department Website	http://ahe.edcc.edu
Home Page	http://www.edcc.edu
How to Enroll	http://getstarted.edcc.edu
Advising appointments	425-640-1458
College Bookstore	http://bookstore.edcc.edu

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Health Unit Coordinator

Prerequisites (Minimum 17 credits)

The following courses are required before beginning any of the certifications. Substitutions are allowed and students with previous health care training may be able to waive prerequisites on adviser approval.

Course			Qtr	Credit	Grade
AHE	110	The Human Body-Structure and Function	_____	5	_____
AHE	115	CPR – Allied Health OR	_____	1	_____
HLTH	105	Emergency Response/CPR	_____	4	_____
AHE	116	Intro to Health Care	_____	4	_____
BSTEC	104	Medical Terminology	_____	3	_____
BSTEC	129	PC Basics OR	_____	3	_____
BSTEC	130	Computer Fundamentals OR	_____	5	_____
CIS	100	Intro to Business Computing	_____	5	_____
SHS	170	HIV/AIDS Training for Healthcare Professionals	_____	1	_____

Health Unit Coordinator (HUC) Certificate Requirements (33 credits)

Course			Qtr	Credit	Grade
AHE	121	Intro to Health Unit Coordination/Management	_____	5	_____
AHE	122	HUC Procedures I	_____	5	_____
AHE	123	HUC Procedures II	_____	5	_____
AHE	124	HUC Clinical Externship	_____	5	_____
AHE	117	Monitor Technician	_____	5	_____
AHE	162	Basic Patient Care Skills	_____	6	_____
AHE	164	CNA – Clinical Externship	_____	2	_____

Adviser's Signature	Date	Dean's Signature	Date