

## HOSPITAL UNIT CLERK PROGRAM 2022/2023 CURRICULUM OVERVIEW\*

*\*dates/times/hours/module order is subject to change*

Dates	Module	Days & Times Interurban Campus
September 8 to December 10	<ul style="list-style-type: none"> <li>• Communication Skills for Unit Clerks</li> <li>• Hospital Tools &amp; Topics</li> <li>• Pharmacology</li> <li>• Patient Chart Records</li> <li>• Processing Medication Orders</li> <li>• Processing Lab &amp; Diagnostic Orders</li> </ul>	Mondays & Thursdays 6:30 - 9:00pm & Saturdays 9:00 —2:30pm
<b>December 11 to January 02      CHRISTMAS BREAK</b>		
January 05 to March 30	<ul style="list-style-type: none"> <li>• Hospital Tools &amp; Topics (continued )</li> <li>• Processing Surgical &amp; Treatment Orders</li> <li>• Admissions, Discharges, Transfers</li> <li>• Employment Skills Workshop</li> <li>• Practicum Preparation</li> </ul>	Mondays & Thursdays 6:30 - 9:00pm & Saturdays 9:00 —2:30pm
	Total classroom hours =215 (approx.)	
April 1 To May 15	Practicum hours = 110	Hospital practicum hours vary
<b>Total Program hours = 335</b>		

### REQUIRED PROGRAM STANDARDS\*\*

	Evaluation Standards	Attendance
♦ **Course Module	65% minimum in <b>EACH</b> module**	80% minimum in <b>EACH</b> module
♦ Practicum	Satisfactory/Unsatisfactory	100% of hours completed

**IMPORTANT NOTE: \*\* Students must successfully complete each module of the course to proceed in the program.  
All modules are mandatory.**