



HOSPITAL UNIT CLERK PROGRAM 2023/2024 CURRICULUM OVERVIEW*

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

Dates	Module	Days & Times Interurban Campus
September 7 to December 9	<ul style="list-style-type: none"> • Communication Skills for Unit Clerks • Hospital Tools & Topics • Pharmacology • Patient Chart Records • Processing Medication Orders • Processing Lab & Diagnostic Orders 	Mondays & Thursdays 6:30 - 9:00pm & Saturdays 9:00 - 2:30pm
December 10 to January 02 CHRISTMAS BREAK		
January 04 to March 30	<ul style="list-style-type: none"> • Hospital Tools & Topics (continued) • Processing Surgical & Treatment Orders • Admissions, Discharges, Transfers • Employment Skills Workshop • Practicum Preparation 	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
Total Program hours = 335		

REQUIRED PROGRAM STANDARDS**

	Evaluation Standards	Attendance
◆ **Course Module	65% minimum in EACH module**	80% minimum in EACH 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.**