



NURSING UNIT CLERK PROGRAM INFORMATION

Thompson Career College
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Thompson Career College provides quality training that leads to job opportunities in the health care industry.

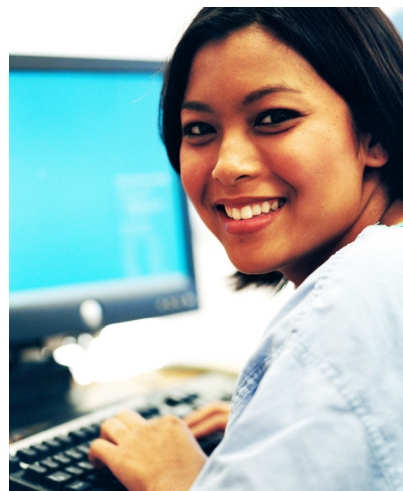


Thompson Career College is accredited by P.C.T.I.A.
(Private Career Training Institutions Agency of B.C.)

Programs are eligible for student financial aid
under the designation agreement with Student Aid B.C.

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WELCOME LETTER

Thank you for your inquiry regarding our **Nursing Unit Clerk** program. We are very happy to offer this career training option to you.

Nursing Unit Clerks are an important part of the hospital team. They work at the nurses' station in health care facilities and coordinate the non-clinical activities related to patient care. They serve as the communication link between staff, patients, visitors, service departments, and outside hospitals and agencies. Professional duties include transcribing doctors' orders, scheduling diagnostic tests and treatments for patients, managing the patients' charts, ordering unit supplies and services. Employment may be found in Acute care Hospitals, Extended Care Hospitals, Rehabilitations Hospitals, Health Care Agencies, Nursing homes, and Medical Walk-In Clinics.

We have worked closely with Interior Health in the development of this program to ensure that graduates have the latest knowledge and skills needed to immediately begin work as entry level Nursing Unit Clerks.

We have enclosed an information packet with this letter including the following items:

- an overview of the program, schedule and fees,
- an application form,
- a description of the courses that make up the program,
- information on how to apply for student financial aid, and
- forms you can use to get immunizations, a criminal record check and a doctor's medical approval.

Thompson Career College is accredited with the Private Career Training Institutions Agency of British Columbia (PCTIA - www.pctia.bc.ca). This status allows you to apply for student financial aid to assist you with the cost of taking the program (www.studentaidbc.ca).

Programs begin in September and March each year. Should you decide to enroll in the Nursing Unit Clerk Program please complete and return the application form, along with an application fee of \$100.00. As seating space is limited, we do encourage you to submit your application as soon as possible. Once your admission application is received, we will contact you for a personal interview.

If you are not ready to apply yet, but want to talk to someone about the Nursing Unit Clerk career and our program, please call me (Geoff Collier) at 877-840-0888 (toll free) or 250-372-8211 (in Kamloops), or send me an email at info@thompsoncc.ca. I would love to talk with you!

Thank you again for your inquiry. If you have any questions please do not hesitate to contact us.

Sincerely,

Geoff Collier
College Administrator
info@thompsoncc.ca
(877) 840-0888 (toll free)
(250) 372-8211 (in Kamloops)

NURSING UNIT CLERK – PROGRAM OVERVIEW

This program provides graduates with the knowledge, skills, practical experience and certification required to be hired as an entry level Nursing Unit Clerk or Hospital Unit Coordinator.

Developing the knowledge and skills needed to work in a hospital setting are an integral part of the program.

Job Description

A Nursing Unit Clerk is a valued member of the professional health care team. Nursing Unit Clerks work at the nurses' station in health care facilities and coordinate the non-clinical activities related to patient care. Nursing Unit Clerks are responsible for:

- Coordinating the activities and workload of a patient care unit
- Serving as the communication link between staff, patients, visitors, service departments, and outside hospitals and agencies.
- Transcribing doctors' orders into computer systems and paper files
- Scheduling diagnostic tests, diagnostic procedures and treatments for patients
- Managing patient charts including admission, transfer and discharge
- Managing and ordering unit supplies, equipment and services for the unit
- Operating the unit communication systems – telephone, computer, intercom, pager, imprinter and conveyor system
- Orienting new personnel to the unit

Employment may be found in Acute care Hospitals, Extended Care Hospitals, Rehabilitations Hospitals, Health Care Agencies, Nursing homes, and Medical Walk-In Clinics.

Prospective Student Profile

- Self motivated with a strong sense of responsibility
- Ability to solve problems logically using critical Thinking skills
- Multitasking Skills
- Able to complete detailed tasks with accuracy while working in a busy environment
- Exercises a high degree of ethics in maintaining confidentiality of patient information
- Good team worker who is professional and respectful with co-workers
- Professional in appearance
- Excellent written and verbal communication skills

Program Structure and Hours

This is an intensive 23 1/2 week program that requires students to attend 5 days a week. Students are trained in as short an elapsed time as possible, while meeting the standards required by industry bodies and potential employers. The program focuses on the knowledge and skills needed by Nursing Unit Clerks, without any unnecessary program content. It includes extensive hands on training in Lab activities at our school and on site at hospital facilities.

There are 19 weeks of Classroom and Lab instruction, followed by a 4 1/2 week practicum on site in hospital units. The program also includes a 2 week break.

800 to 815 total program hours - 665 Classroom / Lab hours, and 135 to 150 practicum hours.

May 2012 Program Calendar

(subject to change)

May 7 to July 27, 2012	Instruction and labs at TCC - (Monday to Friday, 8:30 to 3:30)
July 28 to August 12	Summer Break
August 13 to September 28	Instruction and labs at TCC - (Monday to Friday, 8:30 to 3:30)
October 1 to 31	Hospital Practicum – variable schedule – can include evening or night shifts and weekends

November 2012 Program Calendar

(subject to change)

November 5 to December 21, 2012	Instruction and labs at TCC - (Monday to Friday, 8:30 to 3:30)
December 22 to January 6, 2013	Winter Break
January 7 to March 29	Instruction and labs at TCC - (Monday to Friday, 8:30 to 3:30)
April 1 to 30	Hospital Practicum – variable schedule – can include evening or night shifts and weekends

Fees

Tuition: \$8,100.00
 Materials & Books: \$750.00
 Application Fee: \$100.00
 Record Archival: \$15.00

Fees are subject to change. Student is responsible for living and travel costs while attending school and while on practicum.

ADMISSION REQUIREMENTS

To apply to the program, do the following:

1. Have a phone or in-person interview with the Nursing Unit Clerk program director to discuss the program, the career, and the admission requirements. Preferably in person, but this interview can be conducted by phone if you do not live in the Kamloops area. If you decide not to proceed after that interview, there is no cost.
2. Submit a completed and signed Application Form –This form is attached.
3. Pay the \$100 Application Fee by cheque or credit card. Don't fax or mail credit card information, call us with the number. This is a non-refundable fee.

To be admitted into the program, the following requirements must be satisfied:

- **High School Graduation** – You have to be a high school graduate in order to enroll in this program. Please submit a **transcript** (copy is fine, original not required).
 - You can be admitted based on a GED as long as you are at least 19 years old.
- Successful completion of the **Accuplacer Reading Comprehension test**, or successful completion of one year of college or university level education in a related field. The Accuplacer tests are administered free of charge.
- At least **40 net words per minute typing speed**. - Take the **typing test** on our Web site, print out the result and send it to us. 40 wpm is the minimum for admission, but 50 wpm is the minimum required for graduation from the program. If you do not type at 50 wpm, or if you need to increase your speed for admission, you should acquire a typing tutor program and begin to work with it immediately. We recommend “Mavis Beacon Teaches Typing” as an inexpensive and effective tutor program.
- **Fluent in Written and Spoken English** - If English is not your first language, and you did not take all of your high school (grades 10 through 12) at an English Canadian high school, you will need to provide proof of English fluency through one of the standard ESL tests as defined by NAPRA (document provided separately).
- **18 before practicums begin** – Field experience begins 4 months after the program starts. You must be 18 before you can work in a hospital.
- **Two references** – We will need reference letters (or emails) from two people who verify your ability to successfully complete this program and to work as a Nursing Unit Clerk. You will be asked to provide the references after your admission interview with Thompson Career College. These references will typically be employers, co-workers, teachers, counselors, pharmacists, or health care workers.
- The physical and mental ability to work as a Nursing Unit Clerk - A **performance ability statement** form is attached to this information packet, and must be completed, signed and submitted to the college.
- Up to date **immunizations**, and **clear TB test**. A form is attached that you can take to Public Health.
- No criminal record that will prevent you from working in a hospital - A **current criminal record check** must be completed and filed with Thompson Career College. A letter of introduction is attached that you can take to your local police agency, where you will sign a consent form and have the completed record check sent to Thompson Career College. With this letter, you should not be charged for the criminal record check.

APPLYING FOR FINANCIAL AID

Thompson Career College is accredited by the Private Career Training Institutions Agency (PCTIA) of British Columbia. As such, students who attend our programs can apply for student financial aid (loans and grants) from the provincial and federal governments.

Information is provided below for BC student aid applicants. If you are from another province, please contact us and we will provide you with the application information for that province.

You can apply online for BC financial aid. Go to the StudentAid BC website: www.studentaidbc.ca and click on 'apply online'. When you fill in the program/school information, use the following data:

To apply for aid for the May 2012 start date use the following information:

School: **Thompson Career College, Inc. – BC – CAN**
Date Classes Start: **2012 May 7**
Date Classes End: **2012 October 31**
What year of this program will you be in?: **1**
Student Number: **leave blank**
Program / Faculty: **Health Sciences**
Major / Department: **Nursing Unit Clerk**
Course Load: **100%**
Program Type: **Certificate**
Between the Date Classes Start and End, will you be on paid Co-op work term?: **No**

To apply for aid for the November 2012 start date use the following information:
(Note that Student Aid BC will not accept applications for November 2012 until June 2012)

School: **Thompson Career College, Inc. – BC – CAN**
Date Classes Start: **2012 November 5**
Date Classes End: **2013 April 30**
What year of this program will you be in?: **1**
Student Number: **leave blank**
Program / Faculty: **Health Sciences**
Major / Department: **Nursing Unit Clerk**
Course Load: **100%**
Program Type: **Certificate**
Between the Date Classes Start and End, will you be on paid Co-op work term?: **No**

Please contact us if you have any questions or require additional information.

COURSE DESCRIPTIONS AND HOURS

The Nursing Unit Clerk program is designed to prepare individuals to assume the duties of coordinating medical staff, nursing staff and ancillary department activities in the delivery of patient care. Students are provided the opportunity to gain the skills, knowledge and attitude necessary to manage clerical and non-clinical tasks. Students are provided with information to familiarize them with the hospital environment, functions of the nursing unit and the role of the Nursing Unit Clerk as a vital member of the health care team.

This is an intensive 23 1/2 week program that requires students to attend 5 days a week. Students are trained in as short an elapsed time as possible, while meeting the standards required by industry bodies and potential employers. The program focuses on the knowledge and skills needed by Nursing Unit Clerks, without any unnecessary program content. It includes extensive hands on training in Lab activities at our school and on site at hospital facilities.

There are 19 weeks of Classroom and Lab instruction, followed by a 4 1/2 week practicum on site in hospital units. 815 total program hours - 665 Classroom / Lab hours, and 135 to 150 practicum hours.

Competency will be measured by both written and practical examinations. Practical material will be presented and graded in a competency-based fashion.

Level One Courses

NUC111 - Medical Terminology, Anatomy, Physiology, & Pathology	70 Hours
NUC112 - Fundamentals in Health Care Delivery	60 Hours
NUC113 - Communication and Interpersonal Skills	75 Hours
NUC114 - Keyboarding	0 Hours

Level Two Courses

NUC121 - Patient Chart Records	45 Hours
NUC122 - Admissions Transfers, Discharges, Deaths	65 Hours
NUC123 - Pharmacology for Allied Health Occupations	50 Hours
NUC124 - Transcription of Medication Orders	50 Hours
NUC125 - Nursing Care and Treatment Orders	30 Hours

Level Three Courses

NUC131 - Transcription of Laboratory Orders	80 Hours
NUC132 - Transcription of Diagnostic Orders	60 Hours
NUC133 - Transcription of Surgical Orders	60 Hours
NUC134 – Support Services/Nutritional Care Orders	20 Hours

Level Four Courses

NUC141 - Clinical Placement	135 to 150 Hours
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Total Program 800 to 815 Hours

Course Descriptions

NUC 111 - Medical Terminology, Anatomy, Physiology, & Pathology - 70 Hours

This course is designed to provide students with a basic mastery of medical terminology, within the context of Anatomy, Physiology & Pathology. This course provides a real-world grasp of the use of Medical Terminology, particularly as it relates to body systems. Students learn Medical Word Structure, prefixes, suffixes, and abbreviations. The learning process includes a focus on spelling, definitions, and pronunciation.

NUC 112 - Fundamentals in Health Care Delivery - 60 Hours

This course introduces students to the BC Health Care system, with an overview of the roles of medical professions, the major types of medical service providers, and how they work together. The course focuses on the basic functions, departmental structure, and operational procedures of different types of hospitals in which a Nursing Unit Clerk may work. Particular attention is paid to the function, structure and operation of the departments where Nursing Unit Clerks work, as well as the departments, services and staff members with which Nursing Unit Clerks most commonly interact.

Students are then introduced to the responsibilities of a Nursing Unit Clerk, and the skills and knowledge required to effectively perform these responsibilities.

Students are also introduced to the Meditech system used at hospitals throughout BC, and this system is used throughout this and all subsequent courses in the program so students learn both manual and automated Unit Clerk procedures.

This course also covers the medical ethics and laws that govern the behavior of allied health personnel in patient care. Upon completion of this course, Nursing Unit Clerk students will understand the rules of confidentiality and know how to apply them to the workplace. Topics covered include:

- Patient Consents
- DNR (Do Not Resuscitate), Advance Directives and Living Wills
- Power of Attorney and Enduring Power of Attorney
- Patient Rights
- Regulation of Medical professionals and how these regulations define what people working in health care can and cannot do
- National Association of Health Unit Coordinators Code of Ethics
- Consumer Rights in Health Care
- Freedom of Information / Protection of Privacy

The course also covers the overall concepts of Health and Wellness, because it is vital for Nursing Unit Clerks and all health professionals to clearly understand that everything they do is intended to improve or maintain the health and wellness of clients.

NUC 113 - Communication and Interpersonal Skills - 75 Hours

This course teaches students that communication is a vital function of the Nursing Unit Clerk, and instructs them in understanding human behavior, value systems, the elements and components of communication, listening skills, body language, successful telephone techniques, initiating communication, and time and stress management, working effectively as a team member, confidentiality, assertive behavior, critical thinking, and understanding and respecting cultural diversity.

Students are introduced to the communication devices and resources they will encounter in their working environment. Also stressed is the importance of keeping resources current, filing new forms as they arrive on the Unit and relaying important information to appropriate staff as necessary.

This course also delves into more detail on the key elements of professionalism:

- Why professionalism is important to patients, employers and health careworkers.
- Effectively working with others (teamwork, diversity, manners, conflict resolution)

Through lectures, presentations, case studies and other methods, students learn how to effectively communicate with co-workers, visitors, patients, nurses, doctors, and staff from other departments.

Students also learn how to handle complaints and engage in problem solving. Adapting to diverse backgrounds and communication styles, the Nursing Unit Clerk must demonstrate empathy and respect for others.

This course also covers Resume preparation and Job Search techniques

NUC114 – Keyboarding - Self Study – No hours allocated

Students must type 50 net wpm to successfully pass this program. “Mavis Beacon Teaches Typing” will be available on campus computers, and will be the tool used to test typing speed on site.

NUC121 - Patient Chart Record/Meditech Applications - 45 Hours

This course introduces the student to the many forms which make up patients’ charts and the purpose and use of these forms. Using case study examples and actual forms from the hospital, the learner will create patient charts. The course covers:

- how a patient chart is physically organized
- how the chart is sectioned among the various dividers
- the importance of accuracy and timeliness in maintaining the chart
- privacy, security, and who has access to the patient chart
- legal considerations
- supplemental chart forms
- maintenance of patient records
- function of an addressograph
- filing procedures
- Electronic Medical Record applications in Meditech

Patient Chart Records are a means of communication between the doctor and the hospital staff. They are used for planning and tracking patient care, and for educational purposes. As a legal document the medical record protects the patient, the doctor, the staff and the hospital. It is a history of patient illnesses, care, treatment and outcomes.

NUC122 – Admissions, Transfers, Discharges and Deaths/Meditech Applications - 65 Hours

This course teaches the student to process patient charts and electronic records for admissions, transfers in, intra-department transfers, room transfers, transfers to other hospitals or facilities, discharges, and deaths. Students will simulate these processes through paper records and the Meditech system.

This Course also introduces the student to Electronic Health Record systems. Students will be provided with an overview of these systems and the functions performed by Nursing Unit Clerks on these systems. Students will be introduced to Meditech and will begin to learn basic operations on this system. Use of the Meditech system will continue throughout other courses in the program.

Topics include:

- Obtaining old charts
- Receiving a patient from another unit
- Handling patient valuables
- The differences between scheduled, urgent, direct, elective and emergency admissions
- Advance directives, living wills and Power of attorney for health care
- Daycare Surgery, Pre-operative reports, and Post-operative reports
- Tasks required to complete a routine discharge
- Transfer of a patient from one unit to another, to another room or another facility
- Clerical responsibilities in case of patient death
- Processing Admissions, discharges, transfers and deaths using the EMR

NUC123 - Pharmacology for Allied Health Occupations - 50 Hours

This course introduces students to the categories and therapeutic uses of commonly used medications in the hospital. Students learn basic pharmacological terminology, the brand and generic names of very common medications, and how to use reference resources to look up information about medications. There is also a critical focus on the importance of patient safety relating to medications. Information about dosages and automatic discontinuance is stressed.

NUC124 - Transcription of Medication Orders - 50 Hours

Students learn how to interpret information on Physicians' medication orders including dosages, modes of administration and frequencies. The course teaches students about the Nursing Unit Clerk's role in processing medication orders and recording orders. Students learn how to transcribe these orders through hands on simulations, using doctor's orders. Topics covered include:

- Types of orders
- Use of abbreviations and acronyms
- Components of a medication order
- Intravenous (IV) solutions and IV therapy orders
- Solving problems with the orders – case studies
- Meditech Applications used to access the Pharmacy department menu

At the end of the course, Students will be able to demonstrate the knowledge and skills to transcribe orders using the seven steps of order transcription: "Scan the orders, Send the Pharmacy copy, Prioritize, Kardex, Requisition, Symbolize, Flag".

NUC 125 – Nursing Care and Treatment Orders – 30 Hours

In this course the student will learn how to identify orders for Nursing Care and Treatment, such as activity/positioning orders, observation, vitals monitoring routines, wound care, point of care testing orders etc. We will also discuss the roles of Nursing Staff, scope of practice, nursing judgment, care plan implementation, critical thinking and interventions.

- Students will learn the key terms and abbreviations used in nursing orders.
- Nursing Specialties, designations and their clinical practice guidelines.
- Learn and understand charting guidelines.
- Computerized charting and care plan implementation using the meditech applications for Nursing.
- Roles of nursing in discharge planning

NUC131 - Transcription of Laboratory Orders - 80 Hours

In this course, the student learns about the function and operation of the various Laboratory departments. They are then introduced to the role of the Nursing Unit Clerk in processing Laboratory orders and how the Nursing Unit Clerk interacts with the Laboratory. Students learn about the different types of specimens that are sent to the Laboratory, and the terminology, abbreviations and acronyms that are used in Laboratory orders.

Students learn how to interpret information on different Laboratory orders, and what their role is in recording orders and receiving results back from the Laboratory. Students learn how to transcribe these orders through hands on simulations using the Meditech system. Topics covered include:

- Types of orders (Hematology, Chemistry, Microbiology, Blood Bank and Pathology)
- Use of abbreviations and acronyms
- Components of a Laboratory order
- Specimens sent out to external laboratories
- Solving problems regarding lab orders – case studies.
- Meditech applications for ordering lab procedures

NUC132 - Transcription of Diagnostic Orders - 60 Hours

Students learn about the different diagnostic departments in the hospital (including Medical Imaging, Pulmonary, and Electrodiagnostics), how to interpret information on Diagnostic orders, and what their role is in processing these orders, sending orders to the diagnostic departments, and receiving results. Students learn how to transcribe these orders through hands on simulations using the Meditech system.

Topics covered include:

- Types of orders, including ECG's, EEG's, X-ray's, MRI's, CT scans
- Use of abbreviations and acronyms
- Components of a diagnostic order
- Solving problems with the orders – case studies.
- Meditech Applications for ordering diagnostic studies

NUC133 - Transcription of Surgical Orders - 60 Hours

Students learn about the different types of surgery performed in the hospital, how to interpret information on surgical orders, and what their role is in processing these orders. Students learn how to transcribe these orders through hands on simulations using the Meditech system. Topics covered include:

- Types of orders (admitting, pre-operative, post-operative, and discharge orders for post op follow up of care)
- Consents for surgery or special procedures
- Use of abbreviations and acronyms
- Components of a surgical orders and a surgical chart
- Solving problems with the orders – case studies.

NUC134 - Support Services – 20 Hours

In this module students will learn which hospital department is responsible for; Billing, Security, Public relations, Infection control, Education services, Auxiliary Services, Volunteer Services, Pastoral care, Biomedical engineering-(maintenance of equipment) etc.

- The student will learn about hospital codes, policies and procedures
- Safety-WHMIS, MSDS (Material Safety Data Sheets), PSLS (Patient Safety Learning System), Standard and Universal Precautions
- Gain knowledge about JOSH, OSHA, Work Safe BC guidelines and reporting
- Health and Safety Legislation

NUC141 - Clinical Placement – 135 to 150 Hours

Clinical practicum will provide the student with a real life experience through working on-site in a health care facility while still enrolled as a student. They will be provided with two different experiences of two weeks each to put into practice all of the theory that they have learned in the program. Students work full shifts with experienced Nursing Unit Clerks who act as Preceptors, following the Preceptors' work rotation.

At the end of this practicum experience, students must have demonstrated that they can work successfully and safely as a team member on the Nursing Unit in an acute care hospital, applying all of the knowledge and skills learned in the theory courses.

Regular and punctual attendance is extremely important during the practicum, and missed time must be made up. If more than 5 days are missed for any reason, students will be dismissed from the program. If 3 to 5 days are missed for a valid, documented reason, graduation may be delayed by up to 6 months, and there may be additional costs. Students missing more than 2 days without a valid, documented reason will be dismissed, and students missing any number of days without a valid, documented reason may be dismissed. Make-up days will be scheduled based on the availability of hospital shifts and school staff.

Students will keep a journal during the practicum experience, and will also use a skills checklist to keep track of the skills they have been able to practice, and their performance.

Student evaluations are performed by the instructor in consultation with the Preceptors and other members of the Healthcare Team.

Students also complete a report on both the practicum experience. This report is reviewed with the instructor to discuss issues that occurred during practicum, procedures or technology that students found difficult, where there was some knowledge lacking, or where new procedures were identified that had not been covered in class.



NURSING UNIT CLERK PROGRAM

APPLICATION FOR ADMISSION

THOMPSON CAREER COLLEGE

774 Victoria St., Kamloops, B.C. V2C 2B6

Telephone: (250) 372-8211 Fax: (250) 372-8212 www.ThompsonCC.ca

PERSONAL DATA Application for: May 2012 November 2012 May 2013
(please print)

LAST NAME _____ FIRST NAME _____ MIDDLE NAME OR INITIAL _____

STREET ADDRESS (INCLUDE APT. OR UNIT #) _____ CITY _____

PROVINCE _____ POSTAL CODE _____ PHONE (HOME) _____

EMAIL ADDRESS _____ PHONE (CELL) _____

BIRTHDATE _____ MALE
 FEMALE

ADMISSION REQUIREMENTS

(Check the box if you meet the requirement. All requirements must be met in order to be admitted to the program.)

HIGH SCHOOL DIPLOMA _____ HIGH SCHOOL ATTENDED OR ATTENDING _____ PROVINCE/COUNTRY _____
OR
 TRANSCRIPT ATTACHED? YES WILL FORWARD SEPARATELY
* A transcript is preferred for each school, college or university you have attended

GED – Completed GED, at least 19 years of age and out of school for one year.

FLUENT IN WRITTEN AND SPOKEN ENGLISH - If English is not your first language, and you did not take all of your high school (grades 10 through 12) at an English Canadian high school, you will need to provide proof of English fluency through one of the standard ESL tests as defined by NAPRA (document provided separately.)

WILL BE 18 BEFORE PRACTICUMS BEGIN – Practicums begin 5 months after the program starts.

AT LEAST 40 NET WORDS PER MINUTE TYPING SPEED – Enter your speed here: _____
40 wpm is the minimum required to start our program, but if you are under 50 wpm we recommend you spend time upgrading your keyboard skills prior to your start date. We recommend 'Mavis Beacon Teaches Typing' as an inexpensive but effective typing tutor program.



THOMPSON CAREER COLLEGE
774 VICTORIA STREET, KAMLOOPS, BC V2C 2B6
Phone: (250) 372-8211 Fax: (250) 372-8212

Contact Public Health in your area – (250) 851-7300 in Kamloops

STUDENT IMMUNIZATION RECORD

NAME: _____ BIRTHDATE: _____

MEDICAL NUMBER: _____ COLLEGE PROGRAM: _____

STUDENT SIGNATURE: _____

DATES OF IMMUNIZATION

Tetanus / Diphtheria: _____ Basic series with a booster if more than 10 years since previous dose.

Polio: _____ Basic series plus 1 adult booster dose

Chicken Pox: #1 _____ Vaccine not required if had disease.
#2 _____

Hepatitis B: #1 _____ If unsure of dates, serology recommended.
#2 _____
#3 _____

MMR: #1 _____ MMR (Red Measles – Mumps – Rubella):
#2 _____ born < 1957 vaccine usually not required
born > 1957 2 doses recommended for
healthcare/childcare students

Tuberculin testing required prior to entry into program.

Date of Test: _____ Reaction: _____
(If positive, a chest X-ray will be required – Public Health and/or your doctor will arrange)

This is to certify that the above-named has been vaccinated as requested above.

Name _____

Signature _____

Date _____

Agency Name _____

Address _____

Phone _____

Immunizations for Health Care Providers in BC

Why is immunization important for health care providers?

Health care providers are at risk of exposure to communicable diseases in the workplace.

Many diseases can be prevented with vaccination. Getting vaccinated helps protect your health and prevents disease transmission between you and your patients, and between you and your family and friends.

What routine immunizations are recommended in BC?

The vaccines recommended are diphtheria and tetanus, polio, hepatitis B, measles, mumps and rubella (MMR), varicella, and influenza. Diphtheria and tetanus, polio, MMR, varicella, and influenza vaccines are publicly funded for health care providers.

Immunization of employees is the responsibility of the Occupational Health department or assigned staff in the workplace. The employer and employee should keep all records of laboratory test results and any immunizations given.

Diphtheria, Tetanus, and Polio

Immunization against diphtheria and tetanus is recommended for all adults in Canada. Booster doses with tetanus/diphtheria (Td) are recommended every 10 years, or sooner in the event of a bite or wound other than a clean, minor wound.

Immunization with inactivated poliomyelitis vaccine (IPV) is recommended for all health care workers who may be exposed to poliovirus and have not been immunized.

Booster doses are not required for health care providers in Canada.

Diphtheria is a serious communicable disease, causing death in five to 10 per cent of cases, with the highest rates among the very young and the elderly.

Tetanus is an acute and often fatal disease. While rare in Canada, cases have been reported that are associated with contaminated injection drug use, animal bites and wounds.

Measles, Mumps, Rubella

Measles: To be considered protected against measles, health care providers born after 1956 should have proof of two measles vaccinations, documentation of physician-diagnosed measles, or a lab test result indicating immunity. Those born before 1957 have probably had measles disease and are therefore considered immune.

Measles is a highly contagious disease that can be more severe in infants, children and adults who have weakened immune systems.

Mumps: Individuals are considered protected against mumps infection if they were born before 1970, have proof of one dose of mumps vaccine, lab test result indicating immunity, or laboratory-confirmed mumps disease in the past. Mumps is generally a mild disease; however, complications such as encephalitis (inflammation of the brain) are more common in adults.

Rubella: Individuals are considered protected against rubella infection if they have proof of one dose of rubella vaccine, or a lab test result indicating immunity.

Rubella infection in adults may cause swelling and pain in the joints. Infections in the first three months of pregnancy have an 85 per cent risk of causing severe damage to a developing baby. Rubella outbreaks in health care facilities are of particular concern due to the potential spread to pregnant health care providers and patients.

Two doses of MMR vaccine are provided free to health care workers.

Hepatitis B Virus Infection

Hepatitis B vaccine is recommended for health care providers who may be exposed to blood or body fluids through needle stick or other similar injuries, bites, or non-intact skin. All health care providers who experience a potential exposure to hepatitis B virus should consult their Occupational Health department for screening and testing, and measures to prevent the spread of disease.

Individuals are considered immune if they have completed a series of hepatitis B vaccine, and have a lab test result indicating immunity. Persons who do not develop immunity (non-responders) to an initial vaccine series should be offered a second series of vaccine. To check for immunity, testing for antibodies should be done one to six months after completion of the vaccine series.

Varicella

Varicella vaccine is provided to health care providers who do not have protection against chickenpox disease. Evidence of protection against varicella infection includes a self-reported history or physician-diagnosed varicella disease or herpes zoster (shingles), a lab test result indicating immunity, or documentation of two doses of vaccine.

Varicella (chickenpox) infection tends to be more severe in adults. Two doses of vaccine given one month apart are required.

Influenza

Annual influenza vaccine is provided to health care providers. All health care providers are at risk of getting and passing on the influenza virus to their families, friends, and patients. It is important to prevent disease transmission to persons at high risk of influenza-related complications, such as those with cardiac or pulmonary disorders, weakened-immune systems, other chronic medical conditions, and the elderly.

Influenza vaccination of health care providers has been shown to help reduce the illness and death of patients under their care in long-term settings and to reduce worker illness during the influenza season.

For more BC HealthFile topics visit www.bchealthguide.org/healthfiles/index.stm, or visit your local public health unit.

Call the BC NurseLine to speak to a registered nurse, available 24-hours every day:

- In Greater Vancouver, call 604-215-4700
- In BC, call toll-free 1-866-215-4700
- Deaf and hearing-impaired, call 1-866-889-4700
- Pharmacist available 5pm to 9am every day
- Translation services in over 130 languages upon request.

Visit BC HealthGuide OnLine – a world of health information you can trust at www.bchealthguide.org



Local Detachment RCMP

Attention: Front Counter

This letter will introduce _____, who will be a student in the Nursing Unit Clerk Training Program at Thompson Career College in Kamloops. This individual will be working with the vulnerable sector and in this regard will require a criminal record check as outlined below:

<input checked="" type="checkbox"/>	No. 1	Records of criminal convictions found in the identification Data Bank attainable through the Canadian Police Information Centre (CPIC) for which a pardon has not been granted.
<input checked="" type="checkbox"/>	No. 2	Records of criminal convictions attainable through CPIC for which a pardon has not been granted plus records of outstanding criminal charges which the RCMP are aware of or indicated within the Investigative Data Bank of CPIC.
<input checked="" type="checkbox"/>	No. 3	Records of criminal convictions and summary of police information (including records of outstanding criminal charges which the RCMP are aware of or indicated within the Investigative Data Bank of CPIC) attainable through CPIC for which a pardon has not been granted plus records of discharges which have not been removed from the Identification Data Bank in accordance with the Criminal Records Act. This will include all charges regardless of disposition.
<input checked="" type="checkbox"/>	No. 4	Police information located on computer systems (e.g. Police Information Retrieval System [PIRS], CPIC) and information located through local police indices checks. This will include all information related to non-convictions and all charges regardless of disposition.
<input checked="" type="checkbox"/>	Vulnerable Sector	Will allow police to conduct inquiries to determine if the applicant has been pardoned for a sexual offence.

Once the criminal record check is complete, please fax it to: (250) 372-8212, and also mail a copy to: Thompson Career College, 774 Victoria Street, Kamloops, BC V2C 2B6.

Yours truly,

Kathy Collier
 Student Services
 Thompson Career College
Information@ThompsonCC.ca
 (250) 372-8211 – office (250) 372-8212 - fax
 (Kamloops Educational Institution)

Nursing Unit Clerk Preadmission - Performance Ability Statement

As a Nursing Unit Clerk you must have the ability to perform certain activities. Read each requirement carefully, and if you can perform the required functions then check the "I CAN PERFORM these functions" box. As you carefully consider these questions, remember that these requirements apply to the time that you are studying, as well as to your ability to work in the future as a pharmacy technician. **If you cannot perform these functions then we cannot admit you to the program because you will not be able to perform the functions required of a Nursing Unit Clerk.**

You must have the ability work on your feet, and/or in a sitting position for up to 8 hours per day in limited space in clinical settings that provide no accommodation for mobility challenges. You also must be able to walk rapidly for both short and long distances, and navigate up and down stairs, while safely carrying items in your arms.

I CAN PERFORM these functions

You must be able to work on a computer keyboard for many hours at a time. You also must write and print clearly, quickly and accurately on multi-part forms and other documents. This may be difficult or impossible if you have ailments in your shoulders, hands, wrists or fingers (such as arthritis, joint disease, repetitive strain injury or other problems), or conditions such as dyslexia that create problems in accurately interpreting or writing numbers, words and symbols.

I CAN PERFORM these functions

You must be able to accurately read fine print, handwriting and text, both close up and at a distance. Nursing unit clerks are constantly working with documents, computer screens, labels, books and white boards. Significant uncorrected vision problems or other conditions that impede this ability may make it difficult or impossible to succeed in this course or to work as a unit clerk.

I CAN PERFORM these functions

You must be able to listen and hear with normal acuity, and speak clearly enough to be easily understood by others. Verbal communication in person and over the phone is a core part of a Unit Clerk's job.

I CAN PERFORM these functions

The ability to concentrate, to meet schedules, and to consistently apply critical thinking skills are basic capabilities of successful students and unit clerks. If you have any conditions that make this difficult for you (such as attention disorders, drug or alcohol dependencies, learning or attention disabilities, or other issues) it may not be possible to succeed in this program or as a unit clerk.

I CAN PERFORM these functions

Nursing Unit Clerks must be able to work in a safely managed medical environment that includes various medical substances and equipment. Severe allergies (such as a latex allergy where you cannot even be in the same room as a latex glove) may make it impossible to work in this environment. Note that minor allergies can usually be accommodated, for example by using non-latex gloves to avoid direct latex contact.

I CAN PERFORM these functions

Comments: If you can perform all these functions but may face some challenges in these areas, use the area below to describe these challenges (use another page if more space is needed)

By my signature I attest and affirm that the above information is complete and accurate and that I can perform all the functions described above.

Full Name of Applicant: _____

Signature of Applicant: _____ Date: _____