



Atlantic Technical College

Health Unit Coordinator/Monitor Technician

Program Syllabus

2017-2018



Instructor Name: Luz Kuilan
Department Name: Health Science
Office/Classroom Location: Building 18 Room 288
Phone Number: 754-321-5158 office
Email Address: luz.kuilan@browardschools.com

Instructor Office Hours:
M-F: 1:50pm – 3:05pm

Student Hours:		Program Name: Health Unit Coordinator/Monitor Technician		
Monday – Friday Class Hours: 7:05am – 1:50pm <i>(Clinical hours may vary according to facility/agency)</i> Break: 9:05am – 9:20am Lunch: 11:20am – 11:50am		OCPs	Course Names	Hours
		A	HSC0003 – Basic Healthcare Worker	90
		B	HIM0076 – Health Unit Clerk	410
		C	HCP0812 – Monitor Technician	130

Technical College Policy/Adult Student Attendance:

- A student must be withdrawn after being absent for six (6) consecutive days.
- Two (2) additional absences may be allowed under certain circumstance with appropriate documentation.
- Please refer to the Student Handbook for postsecondary students.

<http://www.atlantictechnicalcollege.edu/atc-student-handbook/>

Magnet High School/Attendance Policy:

A student who has had at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month, or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period, may be exhibiting a pattern of non-attendance according to (F.S.1003.26 (1) (b)) and the School Board of Broward County, Policy 5.5.

Required Book(s) and/or Online Access:

Available for purchase at the ATC Bookstore:

- AES Core Curriculum Access Code
- BLS for Health Care Providers
- NHA Electrocardiograph Tech Certification Study Guide, 2012
- LaFleur Brooks' Health Unit Coordinating, Elaine A. Gillingham and Monica Wedsworth Seibel, 7th edition, Elsevier, 2014
- LaFleur Brooks' Health Unit Coordinating Skills Practice Manual, Elaine A. Gillingham and Monica Wedsworth Seibel, 7th edition, Elsevier, 2014
- Ellis, K. M., EKG Plain and Simple, 4th edition, Pearson, 2017

Required Materials/Supplies:

Purchased from ATC Bookstore:

- CPR Valve
- Uniform: ATC logo Cherokee scrub top
- ATC logo t-shirt (optional)

Not Purchased from ATC Bookstore:

- Shoes: black or white shoes, (see student handbook)
- Uniform: Cherokee scrub bottom
- White scrub jacket (optional)

*All required books and most materials/supplies can be purchased from the ATC bookstore.
 Stop by during operational hours for pricing and purchasing information.*

Grading System:

- A 90 - 100%
- B 80 - 89%
- C 70 - 79%
- D 60 - 69%
- F 0 - 59%
- I Incomplete

Additional Program Specific Grading Information:

- Unit Tests – 60%
- Comprehensive Final Exam – 10%
- Medical Terminology Quizzes – 10%
- Workbook/Assignments – 5%
- Clinical Rotation – 10%
- Employability skills – 5%

	<p>Satisfactory demonstration of all clinical competencies</p> <p>NOTE: Postsecondary students with disabilities must self-identify, present documentation, request accommodations if needed, and develop a plan with their counselor.</p>
<p>Online Course Grading Policy: <i>Course is not offered online</i></p>	
<p>View Your Grades: Grades can be viewed online by following the directions below:</p> <ol style="list-style-type: none"> 1. Go to https://browardfocus.com (access FOCUS using Chrome, Firefox or Safari) 2. Student ID which is on your student schedule. 3. Passcode: Student's date of birth formatted as YYYYMMDD. <i>Four digits for the year, two digits for the month and two digits for the day.</i> 	
<p>Classroom/Lab Rules: See program Handbook for all classroom rules, policies and procedures.</p>	
<p>Industry Certification & State Credential Exam Cost:</p> <ul style="list-style-type: none"> • Certified National Health Unit Coordinator examination offered by the National Association of Health Unit Coordinators- \$195 • Certified EKG Technician (CET) Examination offered by the National Health Career Association- \$115 <p><i>You may qualify for certification reimbursement of your exam cost(s) upon passing. Credential fees are subject to change.</i></p>	<p>Outstanding Student Recognition Information: A gold seal will be applied to a Program Completion Certificate or an Applied Technology Diploma if the student has earned a 3.5 GPA or higher in their Career and Technical Education (CTE) classes.</p>

Program Name: Health Unit Coordinator/Monitor Technician	
<p>Course Number: HSC0003 Course Name: Basic Healthcare Worker Occupational Completion Point: A Intended Outcomes: (From FL DOE Curriculum Framework) Student will be able to:</p> <ul style="list-style-type: none"> • Demonstrate knowledge of the healthcare delivery system and health occupations. • Demonstrate the ability to communicate and use interpersonal skills effectively. • Demonstrate legal and ethical responsibilities. • Demonstrate an understanding of and apply wellness and disease concepts. • Recognize and practice safety and security procedures. • Recognize and respond to emergency situations. • Recognize and practice infection control procedures. • Demonstrate an understanding of information technology applications in healthcare. • Demonstrate employability skills. • Demonstrate knowledge of blood borne diseases, including HIV/AIDS. • Apply basic math and science skills. 	

<p>Course Number: HIM0076 Course Name: Health Unit Clerk Occupational Completion Point: B Intended Outcomes: (From FL DOE Curriculum Framework) Student will be able to:</p> <ul style="list-style-type: none"> • Use oral and written communication skills in creating, expressing and interpreting information and ideas. • Describe the importance of professional ethics and legal responsibilities for the Health Unit Coordinator. • Interpret and apply medical terminology specific to health unit clerks. • Organize and maintain efficient work practices.
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- Perform clerical duties.
- Perform patient admission, transfer and discharge procedures.
- Prepare discharge/transfer chart for medical records/new unit.
- Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
- Read, interpret, process, coordinate and transcribe physicians' orders.
- Demonstrate an understanding of the Health Unit Coordinators role in the Nutritional Care Department.
- Demonstrate an understanding of the Health Unit Coordinators role in processing diagnostic orders.
- Explain the importance of employability skills and entrepreneurship skills for the Health Unit Coordinator.

Course Number: HIM0090

Course Name: Monitor Technician

Occupational Completion Point: C

Intended Outcomes: (From FL DOE Curriculum Framework)

Student will be able to:

- Describe the cardiovascular system
- Identify legal and ethical responsibilities of an EKG Monitor Technician
- Demonstrate knowledge of, apply and use medical instrumentation modalities
- Perform patient care techniques in the health care facility
- Recognize normal and abnormal cardiac telemetry monitoring results.
- Describe common cardiovascular drugs, their actions, use and adverse effects.