



# 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](mailto:luz.kuilan@browardschools.com)

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

Instructor responses to student inquires will be provided within 24 hours of regular school operating hours:  
 Monday – Friday, 7:00am – 3:00pm.

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

**Program Description:**  
 The program is designed to prepare students for employment as a Health Unit Coordinator/Monitor Technician in hospitals, nursing homes, rehabilitation centers or medical offices. The Health Unit Coordinator is a key clerical person on the medical team, coordinating patient care, facilitating doctor’s orders, and communicating with the public. Emphasis is placed on excellent communication and interpersonal skills, computer literacy, and organized and efficient work practices. Students will also be taught how to perform a 12 - Lead EKG and interpret normal and abnormal heart rhythms.

**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- A student must be withdrawn after being absent for six (6) consecutive days.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.atlanticechnicalcollege.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
- *Electrocardiography for Healthcare Professionals*, Kathryn A. Booth and Thomas O’Brien, 3<sup>rd</sup> ed., McGraw-Hill, 2012
- *LaFleur Brooks’ Health Unit Coordinating*, Elaine A. Gillingham and Monica Wedsworth Seibel, 7<sup>th</sup> edition, Elsevier, 2014
- *LaFleur Brooks’ Health Unit Coordinating Skills Practice Manual*, Elaine A. Gillingham and Monica Wedsworth Seibel, 7<sup>th</sup> edition, Elsevier, 2012

**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.*

<p><b>Grading System:</b></p> <ul style="list-style-type: none"> <li>A 90 - 100%</li> <li>B 80 - 89%</li> <li>C 70 - 79%</li> <li>D 60 - 69%</li> <li>F 0 - 59%</li> <li>I Incomplete</li> </ul>	<p><b>Additional Program Specific Grading Information:</b></p> <ul style="list-style-type: none"> <li>• Unit Tests – 60%</li> <li>• Comprehensive Final Exam – 10%</li> <li>• Medical Terminology Quizzes – 10%</li> <li>• Workbook/Assignments – 5%</li> <li>• Clinical Rotation – 10%</li> <li>• Employability skills – 5%</li> </ul> <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>
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<p><b>Online Course Grading Policy:</b></p> <p>Online students' grades and attendance are based on the following:</p> <ul style="list-style-type: none"> <li>• Scheduled assignments are due by 7:00am on the day they are due. Late submission of work will affect the assignment grade.</li> <li>• Students assume full responsibility for the content and integrity of submitted work. As the guiding principle of academic integrity, a student's submitted work, examinations, reports, projects, etc. must be their own.</li> <li>• Unless otherwise stated by the instructor, physical or digital references including books, charts, graphs, diagrams, photos, notes or calculators may not be utilized during assessments or exams. Blank scratch paper will be permitted during certain assessments.</li> <li>• Exams may include an oral or lab/skills component and exams used for determining competency will be delivered in a proctored environment.</li> </ul>
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<p><b>View Your Grades:</b></p> <p><b>Grades can be viewed online by following the directions below:</b></p> <ol style="list-style-type: none"> <li>1. Go to <a href="https://browardfocus.com">https://browardfocus.com</a> (access FOCUS using Chrome, Firefox or Safari).</li> <li>2. Student ID which is on your student schedule.</li> <li>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></li> </ol>
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<p><b>Classroom/Lab Rules:</b></p> <p>See program Handbook for all classroom rules, policies and procedures.</p>
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<p><b>Industry Certification &amp; State Credential Exam Cost:</b></p> <ul style="list-style-type: none"> <li>• Certified National Health Unit Coordinator examination offered by the National Association of Health Unit Coordinators- \$205</li> <li>• Certified EKG Technician (CET) Examination offered by the National Health Career Association- \$115</li> </ul> <p><i>You may qualify for certification reimbursement of your exam cost(s) upon passing. Credential fees are subject to change.</i></p>	<p><b>Outstanding Student Recognition Information:</b></p> <p>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>
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<p><b>Program Name: Health Unit Coordinator/Monitor Technician</b></p>
<p><b>Course Number:</b> HSC0003</p> <p><b>Course Name:</b> Basic Healthcare Worker</p> <p><b>Occupational Completion Point:</b> A</p> <p><b>Intended Outcomes:</b> (From FL DOE Curriculum Framework)</p> <p>Student will be able to:</p> <ul style="list-style-type: none"> <li>• Demonstrate knowledge of the healthcare delivery system and health occupations.</li> <li>• Demonstrate the ability to communicate and use interpersonal skills effectively.</li> <li>• Demonstrate legal and ethical responsibilities.</li> <li>• Demonstrate an understanding of and apply wellness and disease concepts.</li> </ul>

- 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.

**Course Number:** HIM0076

**Course Name:** Health Unit Clerk

**Occupational Completion Point:** B

**Intended Outcomes:** (From FL DOE Curriculum Framework)

Student will be able to:

- 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.
- 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.