



INFORMATION PACKAGE

**Nursing Unit
Assistant
Certificate**

College
of New
Caledonia

CNC

Community & Continuing
Education



Thank you for your interest in the College of New Caledonia's Nursing Unit Assistant (NUA) Certificate Program.

If you:

- Enjoy working in a busy, challenging and exciting team environment;
- Have excellent communication skills, both verbally and in writing;
- Are highly organized, detail-oriented, and able to multitask;
- Are able to work independently and collaboratively within a team;
- Are able to be flexible in the performance of your job duties;
- Are able to work shift work, including evenings and weekends

Then the CNC NUA certificate program may be right for you!

This fast-paced, 13-month program will provide you with all the necessary knowledge and confidence to successfully work as an NUA in a vast array of nursing units and clinical settings. Through both online lecture and a supported practicum placement, you will learn different types of physician's orders, policies, ethical standards and duties that encompass the NUA role. With focused learning outcomes in technology, customer service, and employment skills, you will be prepared to meet and exceed expectations.

COURSE INFORMATION

This 492-hour program is comprised of 14 courses. Course materials are based on current industry standards and a hands-on practicum ensures that, upon graduation, you are fully qualified to launch a career in this dynamic field.

- 2023F
 - MEDT 100 Medical Terminology
 - NRUA 171 Patient Chart Records
 - NRUA 172 Admissions, Discharges and Transfers
- 2024S
 - NRUA 173 Pharmacology and Medication Orders I
 - NRUA 174 Pharmacology and Medication Orders II
 - NRUA 175 Laboratory Orders
 - NRUA 162 Workplace Observation I
 - NRUA 178 Therapeutic Orders
 - INDS 150 Indigenous Cultural Competency
- 2024I
 - NRUA 176 Diagnostic Orders
 - NRUA 164 Workplace Observation II
 - NRUA 177 Medical/Surgical Orders
 - NRUA 166 Nursing Unit Assistant Employment Skills
 - NRUA 179 Practicum

MEDT 100

Medical Terminology

This course examines the basic fundamentals of medical terminology in both the written and the spoken forms. Mastery of word parts and word building skills will aid the student in understanding medical terminology and anatomical relations. The use of terms to describe or identify diseases, disorders, various medical procedures, and abnormalities, as well as the use of appropriate medical abbreviations will also be studied.

NRUA 171

Patient Chart Records

This course will introduce students to patient charts, the forms that are commonly used on charts, and chart packages used in outpatient and inpatient specialty nursing units. Students will learn to recognize each form and the uses of each of these forms and practice completing orders relating to these areas. They will learn the chart order and the nursing unit assistant's responsibilities in maintaining patient charts. The importance of

communication between patient registration, medical records and nursing units will be discussed.

NRUA 172

Admissions, Discharges and Transfers

Students will learn the responsibilities of the nursing unit assistant in admitting, discharging and transferring patients. Students will also learn isolation precautions and the role of the nursing unit assistant in ensuring precautions are taken and procedures followed. Physician's orders, transcription and sign-off procedures are learned at an introductory level. The purpose of the Health Information Management department and their role in collecting patient information from hospital admissions will be discussed.

NRUA 173

Pharmacology and Medication Orders I

Students will learn to use the 24-hour clock in a clinical setting. They will learn about drug categories/uses, non-formulary preparations and the names of the most common medications. Students will also be introduced to the types of Medication Administration Records (MAR) and will practice transcribing orders onto these records in an accurate and timely manner. The many uses of the Compendium of Pharmaceuticals and Specialties (CPS), pharmacology vocabulary and abbreviations will be taught.

NRUA 174

Pharmacology and Medication Orders II

Students will continue to expand knowledge and utilize the skills applied in NRUA 173. Drugs affecting nervous, endocrine and respiratory systems, as well as topical medications will be introduced and recalled. Students will continue to process medication orders and practice transcribing analgesia, total parenteral nutrition (TPN), withdrawal, intravenous (IV), epidural and insulin medications. Pharmacological databases will be demonstrated and students will have the opportunity to practice utilizing these databases to further expand their knowledge about medication in all settings.

NRUA 175

Laboratory Orders

Students learn about the laboratory department, BC Cancer Agency and related sub-departments. They will relate different functions of the laboratory, from collecting specimens for analysis to interpreting results, and recognizing lab personnel involved in each function. Nursing Unit Assistant students will learn to complete requisitions for lab tests, identify patient preparations, and recognize departments responsible.

NRUA 162

Workplace Observation I

This course will include an instructor-led orientation and one full day of workplace observation. During the placement students will be expected to observe and reflect on the knowledge and skills they have gained up to that point in the program.

NRUA 178

Therapeutic Orders

In this course students learn how to process, transcribe and requisition physician's orders related to the dietary needs of patients and necessary rehabilitation requirements and treatment such as physiotherapy, occupational therapy and speech/language therapy. Different dietary needs will be discussed, and students will learn how to order patient meal trays according to the diet that has been prescribed by the physician.

INDS 150

Indigenous Cultural Competency

This foundations course is intentionally designed to build over three distinct sections: cultural awareness, cultural sensitivity, and cultural safety. As students build their skills and capacity for cultural humility, they will engage in individual and group work to provide culturally safe care, adjust interactions with patients, locate resources and foster relationships with Indigenous communities and organizations in healthcare. This course directly addresses the following Truth and Reconciliation Calls to Action: "10 iii. Development of culturally appropriate curricula; 23. iii. Provide cultural competency training for all healthcare professionals; and 24. We call upon medical and nursing schools in Canada to require all students to take a course dealing with Aboriginal health issues" (Truth and Reconciliation Commission of Canada, 2015, p. 2 and 3).

NRUA 176

Diagnostic Orders

This course is designed to provide students with the necessary skills to be confident with processing diagnostic orders. Nursing Unit Assistant students will be exposed to the medical imaging department, cardiology department, and respiratory department and sub departments. The focus will be on successful completion of orders for each test including patient preparations.

NRUA 164**Workplace Observation II**

This course is comprised of one full day of workplace observation. During the placement students will be expected to observe and reflect on the knowledge and skills they have gained up to that point in the program.

NRUA 177**Medical/Surgical Orders**

Students will become familiar with common surgical and medical procedures and apply this knowledge directly to order processing. A practical approach to operating room (OR) bookings and the categories of each procedure is taught. The importance of patient preparation for these procedures is emphasized and students will locate the correct preparations for each. Ordering the necessary supplies for procedures done on the unit and the necessary forms required for each procedure will be taught. Students will practice coordinating appointments for patients after discharge including home care visits.

NRUA 166**Nursing Unit Assistant Employment Skills**

Nursing Unit Assistant students will be provided with the essential skills necessary for achieving successful consideration of employment in the health care industry. A professional and articulate resume and cover letter as well as interview skills will be developed. Students will learn appropriate workplace behavior and attire, customer service skills, basics of emotional intelligence, conflict resolution and handling workplace stress.

NRUA 179**Practicum**

This course will include an instructor-led orientation and a comprehensive practicum. All students will have the opportunity to apply and further develop the knowledge and skills they have acquired in the classroom to their practicum placement while working under the supervision of a qualified preceptor. Students should be aware that responsibilities and duties will vary among locations.

TIMETABLES

This 13-month part-time program is offered online *synchronously* (instructor led).

All work observations and practicums will take place within the Northern Health Authority.

Most classes take place on Tuesdays and Thursday from 6:00PM – 9:00PM and Saturdays from 9:00AM – 12:00PM. Work Observation I, Work Observation II and the Practicum will be scheduled outside of these regular class times.

Please note: All course dates and times are subject to change.

PROGRAM EXPECTATIONS

It is the responsibility of each student to be knowledgeable about their program regulations.

Students are expected to:

- Attend all classes, as all classes are mandatory.
- Have access to a computer and stable Internet.
- Have access to a web camera.
- Have a good working knowledge of Microsoft Excel, Word, and Outlook.
- Participate in educational experiences outside of typical hours and dates of most post-secondary courses.

PRACTICUM EXPECTATIONS

This program includes a 127.5-hour practicum placement.

Prior to the start of each practicum placement, students must demonstrate that they have fully met the placement requirements which will minimally include, but may not be limited to:

- Pre-Requisites for the practicum placement: NRUA 164 (minimum S); NRUA 166, NRUA 172, NRUA 177 (minimum B); INDS 150.
- A cleared Vulnerable Sector Police Check Standard.
- An up-to-date Immunization/Medical Review Screening.

Students who have not completed all placement requirements by the deadline given will not be assigned a practicum placement.

The practicum placement may or may not be in the student's home community. Practicum placements will be located throughout the Northern Health region. CNC will assign all placements. While every effort will be made to accommodate the student's preferred location, CNC reserves the right to determine the appropriateness of any placement.

Students are responsible for ensuring they are available for the practicum dates and times that are assigned to them. During their practicum placement, a student will be obligated to participate outside of the typical hours and days of their regular schedule.

Students must arrange for their own transportation to and from the practicum site.

Attendance at the practicum site is mandatory.

Students are expected to follow the College's and Northern Health's Standards of Conduct and must adhere to the policies and procedures set forth by the host organization while completing their clinical placement.

REQUISITE SKILLS AND ABILITIES

Nursing unit assistants are the key communication link between visitors, nurses, physicians, and other members of the health care team. Due to the fast-paced and complex nature of health care service, NUAs must possess excellent communication skills, keen multitasking abilities, and attention to detail.

The following health and personal attributes are recommended to ensure the best possible chance of success in this program.

Cognitive

- Remember information over a brief period of time and from past experiences.
- Problem solve and reason to develop professional judgment, exercise critical inquiry skills to develop professional judgment.
- Apply mathematical skills and abilities to add, subtract, multiply and divide.

Communication

- Speak, understand and write English well enough to avoid mixing up words and meanings.
- Recognize your own non-verbal signals and interpret non-verbal signals from others while considering individual differences in expression and associated meanings.

Behavioral

- Mature, independent, with strong diplomacy skills.
- Manage own behavior well enough to act in a safe, competent and ethical manner.
- Engage with self and others to create a safe environment.
- Respond appropriately in situations that are stressful or involve conflict.
- Fulfill responsibility as part of a team, etc.

Interpersonal

- Develop relationships and rapport with individuals and groups.
- Recognize the needs of clients and colleagues.

Physical

- Participate in educational activities.
- Stand maintain balance.
 - Perform repetitive movements.
 - Bend, reach, lift, walk, climb, carry objects, etc.
- Sensory perceptual
 - Perceive with sight, hearing and touch each well enough to be safe and participate in educational activities.
- Environmental
 - Function in the presence of noxious smells, disease agents, distractions, noise, chemicals and the unpredictable behavior of others.
- Able to work shift work, including evenings and weekends.
- Awareness that people with sensitive skin and/or allergies may be affected by some materials used in the profession such as latex and sterilizing chemicals. If you have any health problems associated with the use of latex products, it would be advisable to consult with your physician prior to entering the program.

ENTRY REQUIREMENTS

Applicants to the program must have:

1. Successful completion of Grade 12 or equivalent.
2. Completion of English Studies 12, or English First Peoples 12, ENGL 050, or ENGL 051 with a minimum "C" grade or equivalent.
3. Minimum typing speed of 35 NWPM. The typing test must be invigilated by an approved testing centre. It is free of charge if taken at CNC's Academic Success Centre after you have submitted your application. (You must book in advance: 250-561-5837 or asc@cnc.bc.ca or book in person.)

PROGRAM REQUIREMENTS

Once accepted into the Nursing Unit Assistant Certificate program, students are required to:

1. Complete official college forms certifying current immunizations as per the Practice Education Guidelines for BC and as required by provincial health authorities. Failure to comply with immunization guidelines may prevent students from completing all components of the program and therefore make them not eligible to graduate.
2. Complete a Criminal Record Check (CRC) from the Ministry of Public Safety and Solicitor General. A search which identifies relevant criminal convictions may prevent students from completing all components of the program and therefore make them not eligible to graduate.

TUITION

Once accepted to the program, applicants will be required to pay a non-refundable seat deposit of \$720. This seat deposit will be applied to the applicant's first semester tuition.

Students are charged per semester for the courses they are registered in. Each semester students will register in the next semester courses and a new tuition charges will be placed on student accounts.

EMPLOYMENT PROSPECTS

Graduates of the NUA program are in high demand and may seek entry-level positions in hospitals, doctors' offices, long-term care facilities, healthcare agencies and personal care organizations.

HOW TO APPLY

Complete the online application through [EducationPlannerBC](#).

Three to four weeks after we receive your application, you will receive a letter with detailed information about your program; including admission requirements, important dates and contacts, and information about tuition fees. If you haven't received this letter after four weeks, please contact us to make sure we received your application. All application are reviewed on a first-come, first-completed basis.

PLEASE NOTE: THIS IS A COST-RECOVERY PROGRAM. IF THIS PROGRAM IS UNDER-ENROLLED TWO WEEKS PRIOR TO THE START DATE, THIS PROGRAM MAY BE CANCELLED.

