Selkirk College

School of Health and Human Services

Nursing Unit Clerk
Program Policies

DATE(S):			
1.	Next Policy Review:		*2023-04-01*
2.	Admissions & Standards Committee Approval:		*2018-05-08*
3.	Education Council Approval:		*2018-06-14*
4.	Effective:		*2018-08-01*
5.	Previous Revision(s):		

CREDENTIAL(S):	**Certificate in Nursing Unit Clerk**

PROGRAM OUTCOMES

Graduates of the Nursing Unit Clerk Program:

- Contribute to a culture of safety in practice with accurate interpretation and processing of orders.
- Apply basic knowledge of medical terminology, anatomy, physiology, pathophysiology, diagnostics and pharmacology in an acute-care setting.
- Engage in respectful and professional practices in accordance with codes of ethics, standards, and organizational policies to ensure confidentiality and privacy of information.
- Demonstrate the ability to follow instructions, work independently, adapt to changes and manage time under pressure.
- Are motivated, self-reflective and engage in lifelong learning to maintain currency.
- Collaborate and communicate effectively with patients, the health care team, and the public.
- Apply critical thinking skills and transfer knowledge effectively.

Students in the Nursing Unit Clerk Program are subject to the overall policies affecting all students at Selkirk College, with the following additions. College policies may be viewed on-line at the College website (policies.selkirk.ca).

PART I: ADMISSIONS

A. ADMISSION REQUIREMENTS

In addition to meeting the general admission requirements to Selkirk College, the applicant must meet the following Nursing Unit Clerk Program requirements to be considered fully-qualified:

1. Academic

a) English 12 with a 'C' or higher, or equivalent;

2.   General

    a)   Keyboarding speed of 50 words per minute;

    b)   Computer skills including knowledge of internet, email, word processing, and file management;

    c)   Applicants must complete a Criminal Record Check (CRC) from the Ministry of Justice as part of the application process. The CRC will be available, on request, to any hospital, or health facility receiving students for the practicum;

    d)   Current Immunization Record as per provincial guidelines;

    e)   Applicants are required to complete the College Readiness Tool (CRT).

B.   APPLICATION PROCESS

1. Before an application file is considered complete, the following must be received by the Admissions Office:

    a)   Selkirk College Application Form;

    b)   Official transcripts of high school grades (an interim statement of grades is acceptable if applicant is still attending school);

    c)   Official transcripts for any post-secondary education studies in which the applicant has enrolled;

    d)   Evidence of keyboarding speed of 50 words per minute;

    e)   British Columbia Ministry of Justice Criminal Record Check;

    f)   Immunization Record;

    g)   College Readiness Tool (CRT) Assessment;

2.   The Admissions Office will acknowledge receipt of application forms. Program seats will be offered on a first qualified, first served basis.

3.   Partially qualified applicants may be offered a conditional acceptance; an interim statement of grades will be used for the purposes of conditional acceptance. All program admission requirements must be met prior to starting program courses.

4.   Once the seats have been filled, a waitlist will be created and maintained for 12 months after which applicants who are not admitted or have deferred a seat must reapply to affirm their continued interest in the program.

C.   ADVANCE OR TRANSFER CREDIT AND PRIOR LEARNING ASSESSMENT

1.   A student may obtain credit for a maximum of 75% of program requirements by Transfer Credit, Advanced Placement, Prior Learning Assessment or combination thereof.

2.   Application for advance or transfer credit must be made prior to entry into the program as per Policy 8614: *Advanced Standing – Course Challenge, PLA, Transfer Credit* and approval obtained from the Registrar.

3. A student who applies for advanced standing from another Nursing Unit Clerk Program will be considered on an individual basis.

4. A student who wishes to prove mastery of part or all of a course's content must submit an application for Prior Learning Assessment (PLA). The School Chair in consultation with program instructors will determine whether PLA credit is assigned.

D. RE-ENTRY INSTRUCTION

1. Students in good standing who must interrupt their program may apply to re-enter the program within one year of departure.

2. Students who fail to successfully complete a course may apply to re-enter the course the next time it is offered.

3. Priority for re-entry will be given as follows:

   a) Students who interrupted their program for illness or compassionate reasons.

   b) Students who failed to meet program requirements for promotion.

4. Students must complete the entire program within two consecutive academic school years of initial entry. Exceptional cases will be considered individually at the discretion of the School Chair.

PART II: ASSESSMENT, PROMOTION AND GRADUATION

A. ASSESSMENT

1. <u>Grading</u>

   a) Grading in theory courses will be as per the Standard Grading Table for Nursing Unit Clerk as defined in Selkirk College *Policy 8612 – Grading*.

   b) Grading in practicum courses will be as per the Competency Based Grades as defined in Selkirk College *Policy 8612 – Grading*.

2. <u>Types of Assessments</u>

   a) Assignments: forum postings, peer review

   b) Online quizzes and examinations for theory courses;

   c) Preceptorship: self-assessment and preceptor feedback documented; instructor is responsible for assigning grade of CRG or NCG

3. <u>Supplemental Assessment(s)</u>

   a) Supplemental examinations will not normally be given. Under extraordinary circumstances, one supplemental final exam per student may be granted following consultation between Instructor and School Chair. In this consultation a timeline will be set for the completion of the final exam. In no case will the exam be completed more than 30 days from the end of the course. The student must have achieved 75% to 79% in the course to be granted a supplemental final exam for that course. Where the final course grade is 74% or lower, the student may apply to re-enter the course the next time it is offered.

      b)   The result of the supplemental examination will replace that of the final examination in calculation of the final grade. The final grade for the course can be improved to a "C" grade (80%) only.

B.   PROMOTION

1.   To progress from semester to semester, students must obtain a minimum grade of 80% in each course and maintain a cumulative GPA of 2.0.

2.   Students who fail in any course must re-register and repeat the course in its entirety before proceeding on to the next course.

3.   All courses must be completed in the time frame specified by the college timetable. Allowances may be made for the preceptorship due to the ability of the employer to accommodate.

4.   Students will be placed on probation for two (2) failed courses.

5.   Failure of a third course will be cause for dismissal from the program.

C.   GRADUATION

1.   Credentials: Certificate

2.   To qualify for graduation, a student must meet the following requirements (see *Policy 8617: Graduation*):

Name of Program and Credentials: Nursing Unit Clerk, Certificate

Semester 1			Semester 2		
Course Code	**Course**	**Credit**	**Course Code**	**Course**	**Credit**
MTED 100	Medical Terminology I	1	NUCL 162	Medication Orders	2
MTED 101	Medical Terminology II	3	NUCL 164	Laboratory Orders I	2
NUCL 146	Hospital Orientation	2	NUCL 166	Laboratory Orders II	2
NUCL 152	Patient Chart Records	2.5	NUCL 168	Diagnostic Orders	2
NUCL 154	Admissions, Discharges, & Transfers	2.5	NUCL 170	Medical/Surgical Orders	2
NUCL 156	Drug Nomenclature	3	NUCL 180	Practicum	4
		14		**Total Semester Credits**	14
				Total Year Credits	28
				Total Program Credits	28

PART III STUDENT CONDUCT (See also College *Policy 3400: Student Code of Conduct*)

A.   ATTENDANCE

To be successful in this program, each course has a minimum required number of hours which the student uses to practice in preparation for testing. To be successful, some students may be required to spend additional hours on a course(s).

B.   PROFESSIONAL PRACTICUM REQUIREMENTS

- A 120-hour practicum is required at the end of the program and must be completed within 6 weeks from the practicum (NUCL 180) course start date. The course start date for the practicum may be adjusted due to the ability of the employer to accommodate the practicum time frame.

- Students are eligible for the practicum course once they have successfully completed all theory courses.

- Selkirk College, in consultation with the administrators of each placement facility, arranges practicum placements. Students are not to solicit potential placements; such activity could jeopardize possible placement opportunities. Final placements are at the College's discretion. If the student declines the placement that has been arranged, the College is not obligated to arrange an alternate placement.

- During the practicum, students are expected to dress in scrubs or office dress. Students are expected to meet or exceed management requirements for job performance and to maintain a good working relationship with their unit clerk supervisor and other staff.

- Students are subject to College and program policies as well as the policies of the facility.

- If the student gains employment as a unit clerk prior to completing the program, the student may apply for prior learning assessment (PLA) for the practicum.

C.   PROBATION (See College *Policy 8619: Student Probation*)

Part IV COLLEGE POLICIES RELEVANT TO ACADEMIC AND STUDENT AFFAIRS:

Policy 3400: Student Code of Conduct
Policy 6550: Protection of Privacy
Policy 8400: Student Appeals
Policy 8600: Pre-Admissions Basic Skills Assessment
Policy 8611: Admission
Policy 8612: Grading
Policy 8613: Evaluation of Student Learning
Policy 8614: Advanced Standing – Course Challenge, PLA, Transfer Credit
Policy 8615: Standards of Academic Progress
Policy 8616: Student Withdrawals and Refunds
Policy 8617: Credentials and Graduation
Policy 8618: Cheating and Plagiarism
Policy 8619: Student Probation
Policy 8620: Interdisciplinary Studies