COMMON COURSE OUTLINE: Course discipline/number/title: HUC 1529: Health Unit Coordinator Internship

A. CATALOG DESCRIPTION
1. Credits: 4
2. Hours/Week: 20 Hours/Week for 8 Weeks
3. Prerequisites (Course discipline/number): Completion of HUC 1510, HUC 1515, HUC 1516, HUC 1519, HUC 1524
4. Co-requisites (Course discipline/number): NA
5. MnTC Goals (if any): NA

This course provides the student with the opportunity to apply classroom skills in a clinical setting. Experience will be gained in assisting with and independently performing the non-clinical tasks in a hospital setting that are consistent with the HUC role. Through the internship, the student will gain experience in completing processes and paperwork involved with admissions, transfers, dismissals, preop and postops, transcribing physicians’ orders, maintain unit supplies, and communicate on a professional level with the healthcare staff.

B. DATE LAST REVISED (Month, year): February, 2010

C. OUTLINE OF MAJOR CONTENT AREAS:
1. Ability to adjust from the classroom setting to the clinical environment
2. Use critical thinking skills to identify resources and think through processes
3. Apply classroom skills to the hands-on environment

D. LEARNING OUTCOMES (GENERAL): The student will be able to:
1. Demonstrate the ability to perform routine job expectations of a HUC.
2. Multitask and prioritize specific tasks in order of importance.
3. Communicate effectively to other members of the healthcare team.
4. Demonstrate an appropriate customer service focus.
5. Exhibit professional telephone skills.
6. Maintain the expected level of patient confidentiality.

E. LEARNING OUTCOMES (MNTC): NA

F. METHODS FOR EVALUATION OF STUDENT LEARNING:
1. Fulfillment of required number of internship hours
2. Completion of required competency check lists
3. Preceptor and instructor evaluations

G. RCTC CORE OUTCOME(S) ADDRESSED:
- Communication
- Critical Thinking
- Global Awareness/Diversity
- Personal/Professional Accountability
- Civic Responsibility

H. SPECIAL INFORMATION (if any):
National criminal background checks may be required by some healthcare facilities prior to the beginning of the scheduled internships. This is a fee that is not part of the tuition for this course and is the individual responsibility of each student.