

HEALTH UNIT COORDINATING



AN ALLIED HEALTH CAREER

Health Unit Coordinating - An Introduction



- One of the most important positions on unit.
- Creates attitude for entire unit.
- Sets the pace for the day's work.
- Organizes the activities for the nursing unit.
- Manages units nonclinical functions.
- Overall nonclinical in nature.
- Work area is the nurse's station.
- Professional nonclinical garments are worn. (figure 1-1 on pg. 4)
- However, we will wear our white scrubs.
- HUC's are employed in hospitals, doctor's offices, clinics, and long-term care facilities.

History of Health Unit Coordinating



- **Hospitals-** WWII RN shortage auxillary personnel trained to assist w nonclinical tasks.
- Following WWII duties of nurse expanded, advancement in technology resulted in shifting of many tasks to nursing.
- Federally sponsored health programs required more detailed record keeping.
- Hospitals becoming larger and complex.
- Specialists carried out new tests/tx.
- Nonclinical demands increased
- Today a 500 bed hospital/150 HUC's
- The role continues to change and expand today.

Evolution of Health Unit Coordinating



- Over 20 years of on the job training
- 1940 Montefiore Hospital, Pittsburgh new helper “floor secretary.”
- 1966 one of the first educational programs offered in a vocational school in Minneapolis, Minnesota.called ward or unit clerk.
- 1970 one of the first textbooks published by C.V. Mosby Company and written by Ruth Stryker, *The Hospital Ward Clerk*.
- Today most Health Unit Coordinators are educated from community colleges or vocational technical schools.

National Association of Health Unit Coordinators

- Occupation existed and grew for 40 years.
- 1980 several educational programs established across nation.
- First organizational meeting held in Phoenix, Arizona on 8/23.80.
- This date became the National Health Unit Coordinating Day
- National Association of Health Unit Clerk Coordinators
- In 1990 Clerks was dropped from the title.
- Today over 3000 members, Standards of Practice, Educational Requirements, and Code of Ethics.
- May 1983 first certification examination offered by NAHUC
- Goal of every HUC student should be to become certified. See info packet.
- Certification indicates a standard of excellence, and competence.
- Purpose of a professional association:
 - Set standards of education
 - Set standards of practice
 - both enforced by peers for protection of the public
 - Enlighten members
 - Guide profession to better serve the public

Five reasons to become certified



- Increased credibility
- Gain a broader perspective of health unit coordinating (not just your own specialty)
- Increased mobility, geographically, and/or vertically
- Peer and public recognition and respect
- Improved self-image.

To become a profession



- National Association
- Formal education
- Certification or licensure
- Code of Ethics
- Identified body of systematic knowledge and technical skill
- Members who function with a degree of autonomy and authority under the assumption that they alone have the expertise to make decisions in their area of competence.

Five reasons to become a member of NAHUC



- Professional Representation
- Format to share ideas and challenges.
- National networking
- National directory
- Opportunity to develop leadership skills

Health Unit Coordinator Functions

- Coordinate activities of:
 - nursing staff
 - physicians
 - hospital departments
 - patients
 - visitors

HUC are members of the nursing team and functions under direction of nurse or unit manager

HUC Responsibilities

- Communicating/transcribing new physician's orders to nursing staff, and other hospital departments by requisitions or computers.
- Maintain patient chart
- Nonclinical tasks of:
 - admission, discharge & transfer
- Prepare chart for surgery
- Handle all telephone communication
- Greets doctor, assist to obtain charts, equipment.
- Greet new patients and accompany them to their room.
- Relays patient's requests received via intercom to nursing.
- Informs visitors of rules, special precautions, handles visitor complaints, and communicates with relatives and friends via phone.



HUC Responsibilities

- Schedule diagnostic procedures & treatments
- Request services (maintenance)
- Order unit supplies from food to paper.
- Communicate with doctor's offices, patients & visitors
- Review Competencies for an Educational Program on pg. 10.



X-Ray

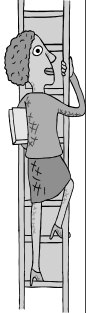


Job Description

- Appendix D pg. 569-571.
- Hospital policy manuals.
- Current trend is crosstraining.
- Client bedside admitting
- health record tasks
- staffing
- medical transcription
- and information processing could be added to position.
- See course outline in syllabus

HUC Career Ladder

- **HUC I** Certificate of Completion/Competency from a recognized educational program, ie: Cuesta College
- **HUC II** Must have 3 yrs experience/NAHUC certified.
- Writes telephoned doctors' orders
- Completes time schedules for nursing personnel
- Supervises HUC I employees assigned to unit
- Precepts HUC students
- Orients other personnel to HUC skills
- Liaison between patient, visitor, and nursing.
- Independent transcription (no nurse required)



Health Unit Management Position

- Requires Associate Degree in Applied Science.
- Establishes policies/procedures for nursing units.
- Planning departmental organization.
- Hiring, motivating, and supervising health unit coordinators.
- Providing staff development programs.
- Preparing the nursing unit budget
- Participating in research.



Final Career Path for HUC'S

- Health Services Management- requires a Baccalaureate Degree in Health Services Management.
- Health Services Management – requires a Master's Degree in Hospital Management.

Homework

- Complete review questions at end of chapter 1.
- Complete take home quiz for chapter 1.
- Bring next week.
