



Selkirk College

Nursing Unit Clerk

The Nursing Unit Clerk program prepares you with the knowledge, skills and practical experience required to work as a certified, entry level clerk in a variety of health care settings.

MEDICAL CAREER

If you are interested in pursuing a career in the medical field and enjoy working as part of a team in a fast-paced environment, our online Nursing Unit Clerk certificate program will help you reach your goals. In this career, you will serve as the communication link between the members of the health care team, other departments (laboratory, diagnostic imaging, pharmacy) clients, visitors, and outside hospitals and agencies.

ONLINE LEARNING

The program reflects real work situations and provides a curriculum designed to give learners the opportunity to gain the skills necessary to compete for employment and fulfill the role of a Nursing Unit Clerk, while encouraging a desire for life-long learning. The program is not taught on Campus.

The program is delivered in an online format. Students must have computer skills to complete this program, i.e. be familiar with internet, e-mail, word processing and file management. If you don't have these skills, courses are available by distance education through Selkirk College.

COMPLETION OPTIONS

This 720-hour program may be taken full-time or part-time. Full-time students complete the program in eight months, part-time students have up to two years to complete the program. The program courses have designated start and end dates. Students must follow the schedules and complete courses within the maximum time allotment.

BECOME PROFICIENT IN

- Processing physicians' orders for client care
- Coordinating client admissions, transfers and discharge
- Scheduling diagnostic tests and treatments
- Receiving diagnostic results and notifying appropriate team members
- Use a variety of software applications for data entry and maintaining files
- Communicating with clients' families and visitors

APPLY NOW!

Visit selkirk.ca for details and start towards your career in Nursing today.

selkirk.ca/nucl

AT A GLANCE

LENGTH OF STUDY:

8 month Online

ACCREDITATION:

Certificate

CAMPUS:

Online

The Nursing Unit Clerk program was a challenging but invaluable experience. I can honestly say that it most definitely helped me in my work and made me a far better Nursing Unit Clerk.

ROSA MAE,
NURSING UNIT
CLERK PROGRAM
2015 GRADUATE,
PRINCE RUPERT, BC

