



Health Career Directory

Nursing Unit Clerk

Overview

Nursing Unit Clerks work in a team based environment and perform clerical/receptionist duties that support the delivery of client care.

Some of the main duties of a Nursing Unit Clerk are to:

- transcribe and processes doctor's orders
- communicate with other departments and team members and hospitals to coordinate client appointments and transportation
- arrange client tests and receive results
- receive visitors and answer the telephone
- prioritize requests
- arrange client admissions and discharges
- type and distribute a variety of technical and non-technical reports and materials using computer systems and software that are relevant to the job.

Nursing unit clerks perform an important role in helping things run smoothly in a possibly chaotic and high pace environment. They do this by keeping everyone informed, and by organizing unit priorities.

Who is suited for to become a Nursing Unit Clerk?

Nursing unit clerks are most effective when they have the following skills and characteristics:

- ability to communicate effectively both verbally and in writing
- ability to deal with others effectively
- very organized and resourceful
- ability to utilize variety of computer software applications
- ability to keyboard 45 words per minute
- ability to organize work
- physically fit, ability to lift up to 20 kilograms is required in some clinical settings
- a clean record, no prior criminal background.

They should enjoy:

- working in a fast paced health care environment
- a genuine interest in caring for people
- helping others in a pace and stressful environment
- working collaboratively with others in a team environment.

Who employs Nursing Unit Assistants?

Nursing Unit Clerks work in both rural and urban centers in the following settings:

- hospital/acute care settings
- home or residential care
- primary care clinics
- privately owned companies
- ambulatory clinics
- doctor's offices.

The primary employers for nursing unit clerks are the Health authorities/employers in BC, in both rural and urban settings. Their hours of work are rotating shift hours, which includes weekend, evenings, and night shift work. They may be exposed to diseases and must wear protective clothing, such as rubber gloves and masks, in some work environments.

Salary

Hourly salary - \$20.77

Education

Most Nursing Unit Clerk Programs are a six months to one year certificate program. The program is a combination of classroom discussions, skill practice in a laboratory, and medical terminology. When they finish the program the student gets a certificate of completion.

Admission to Program Requirements:

- high school graduation or
- GED equivalent
- submit a transcript
- at least 19 years old.

The education training required to become a nursing unit clerks are:

- Grade 10
- medical terminology course
- graduation from a recognized Nursing Unit Clerk Program.

Resources

Education Programs

Canadian Health Care Academy

http://www.chcabc.com/chca_programs.html

College of New Caledonia

http://www.cnc.bc.ca/CNC_Programs/NursingUnitClerk.htm

Gateway College

<http://www.gwcollege.ca/>

Omni College

<http://omnicollege.com/>

Thompson Community College
<http://www.thompsoncc.ca/>

Vancouver Community College
http://www.vcc.ca/programs-courses/college-programs-area.cfm?DIV_ID=6

Financial assistance and bursaries:

For information about Canada student loans and grants, please visit:
http://www.hrsdc.gc.ca/eng/learning/canada_student_loan/index.shtml