

Unit Clerk, Certificate

A Unit Clerk is responsible for a variety of administrative, clerical and reception duties to support nurses, physicians, patients and their guests, and other professionals within patient care units in hospitals, long-term care facilities and other health related institutional settings. Unit Clerk is a field where interpersonal skills, stress and time management and fluency in medical terminology are applied to efficiently operate in management and coordinating positions. Transcription of physicians' instructions into requisition forms, consent forms, chart forms and computerized systems as well as medication, laboratory, diagnostic imaging, dietary and treatment orders are duties a Unit Clerk may be responsible for to assist with maintaining an orderly nursing station.

What you can be with your Unit Clerk Certificate:

Unit Clerk #1243	Medical Office Assistant #1243	Medical Transcriptionist #1244.2	Administrative Assistant #1411
Receptionist #1414.1	Health Care Aide #3413, #6471.1	Mental Health Aide #3413	Dispatcher #1475.1
Judicial Clerk #4211.1	Legal Assistant #1242	Library Clerk #1451	Postal/Wicket Clerk #1461.1
Hotel and Motel Desk #6435	Accounting Technician #1231	Financial Customer Service Representative #1433	Airline Ticket Agent #6433.1

With additional education, I could be a:

Health Information Management Professional #1122	Licensed Practical Nurse (LPN) #3223.1	Registered Nurse (RN) #3152.1	Psychiatric Nurse #3152.4
Community Health Nurse #3152.3	Occupational Health Nurse #3152.2	Gerontological Specialist #4169.9	Canadian Forces Personnel – Commissioned Officer
Paralegal #4211.1			

This career/job listing is only a sample of the possible career options; these are certainly not the only career/job options accessible with this degree/diploma. Some of the careers listed require further education.

For career information, enter the four digit number listed below in the Alberta Learning Information Services Website (www.alis.alberta.ca) or the National Occupational Classification Website (<http://www5.hrsdc.gc.ca/NOC/>).

RDC Career Services can help you explore your interests, identify your goals, discuss your career options and job search strategies and discover how to make the most of your education. Email or give us a call to connect with a career counsellor.

RDC Department Information: Unit Clerk Certificate rdc.ab.ca/programs/business/

Potential employers:

Hospitals	Continuing Care Facilities	Rehabilitation Institutions	Physician's Offices
Diagnostic Medical Imaging Offices	Medical Clinics	Dental Offices	Libraries
Legal Offices	Banks	Hotels	Schools

Major Skills Obtained from a Unit Clerk Certificate

- Knowledge in medical terminology
- Highly developed communication and interpersonal skills
- Organizational and time management skills
- Ability to pay close attention to detail and maintain a high level of accuracy
- Ability to work with minimal supervision as well as in a team environment
- Ability to maintain patient/ client confidentiality

Professional Associations and Sites of Interest

Alberta Union of Provincial Employees (AUPE) - www.aupe.org

Canadian Union of Public Employees – www.cupe.ca

Health Sciences Association of Alberta (HSAA) - www.hsaa.ca

Alberta Health Services - www.albertahealthservices.ca

Government of Alberta - <http://alberta.ca/>

Information adapted from

http://alis.alberta.ca/occinfo/Content/RequestAction.asp?aspAction=GetHTMLProfile&format=html&occPro_ID=71002854 &SNT_ID=25

http://www.rdc.ab.ca/academic_calendar/program_course_listing/certificate_and_diploma_programs/Pages/unit_clerk_program.aspx

<http://www.bowvalleycollege.ca/programs-and-courses/administration/hospital-unit-clerk-certificate/hospital-unit-clerk-faq.html>