

Be in the core of an
active healthcare team.





Our programs are delivered in student-focused learning environments and taught by industry experts.

“ The highlight of the program was my practicum! It really allowed me to put all of the knowledge I learned during the course into practice. ”

JENNIFER ERBICEANU
Unit Clerk Certificate Course Alumni, 2021

Ashton College is committed to providing a high-quality learning environment for all students. We present industry-accredited programs that are directly related to specific career paths, provide hands-on training, and support our students and alumni throughout their education and employment.



Our Unit Clerk Certificate Program is on the Education Partner list of the National Association of Health Unit Coordinators (NAHUC).

After completing the Unit Clerk Certificate Program at Ashton College, graduates can apply to join the association and become certified by passing the Health Unit Coordinator Certification Examination.

Unit Clerks in High Demand in Canada's Healthcare Sector



Unit clerks have a unique opportunity to enter into the booming health care sector as demand for administrative and clerical workers increases. Ashton College's Unit Clerk Certificate Program gives students the skill set they need to break into the sector and succeed.

PROGRAM OVERVIEW

Unit Clerks are responsible for looking after the administrative and clerical requirements of a health care unit. Through their expertise and care, they enable the team to function smoothly and effectively. This program includes a minimum 60-hour practicum in a real-world setting to gain hands on experience.

Application Fee

\$40 (Domestic)
\$140 (International)

Tuition Fee

\$5,400 (Domestic)
\$7,020 (International)

DELIVERY & DURATION

Delivery: Live Online

Duration: 468 Hours



This program includes a 60-hour practicum

COURSE OUTLINE

This career program teaches the skills necessary to communicate effectively with nurses, physicians and other members of the health care team within a hospital setting. Graduates can also find employment in clinics, extended care facilities, rehabilitation centres or psychiatric hospitals.

UC01: Unit Clerk Overview, Communication, and Hospital Administration

UC02: Medical Terminology

UC03: Basic Pharmacology

UC04: Physician Treatment Orders

UC05: Laboratory Orders

UC06: Diagnostic Orders

UC07: Surgical Orders

UC08: Practicum Orientation

UC09: Practicum

UC10: Practicum Feedback

PROGRAM INSTRUCTORS



CORENE ALLEN

Corene Allen graduated from Vancouver Community College (VCC) in 1997 with honours and was a tutor during her studies. She has held many positions throughout different health authorities in hospital wards such as Emergency, Surgical, Medical, Clinical Trials and Ambulatory Care. In 2011, she worked as the lead instructor for a Nursing Unit Clerk Program at another college. Corene currently works as a Nursing Unit Clerk for Interior Health.



SUBINA BEDI

Subina Bedi obtained her unit clerk diploma from Kwantlen University in 2006 and has been working with Fraser Health as a full-time unit clerk since graduation. As an instructor, she believes the most important thing is to teach and help her students transfer what they learn in a class setting to succeed in the real healthcare world.



KARI MARDIAN

Kari Mardian obtained her Master of Education degree (MEd) from the University of Lethbridge. She spent the majority of her career as an instructor for a Bachelor of Nursing Degree program as well as an Individualized Study Tutor for Nursing Research. As a Registered Nurse, she has devoted her career and passion to Public Health and Pediatric Nursing in Southern Alberta Health Regions.

PROGRAM INSTRUCTORS

AMAN SANDHAR

Aman graduated in 2006 from VCC with a unit clerk certificate. She also pursued a bachelor's degree in adult education in 2015 from UFV. Since then, Aman has been working at the BC Cancer Agency as a unit clerk.

SHEILA MAE SIA

Sheila is an internationally educated nurse and has a Master of Arts in Education. Her teaching experience includes being a clinical instructor for nine years. She taught varying nursing subjects and facilitated the clinical practice of students in several clinical areas.

TINA TOAL

Tina Toal has over 24 years of experience in the health care industry. In 1998, she completed a Unit Clerk course at Vancouver Community College. She then worked over the years specializing in oncology and held various positions from unit clerk to clerical supervisor to medical secretary.



ABOUT US

THE ASHTON
ADVANTAGE

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ashtoncollege.ca

FOUNDED IN 1998, Ashton College is a leader in education, delivering innovative learning experiences. Our personalized, comprehensive programs and courses provide domestic and international students with career-focused education.

