HEALTH UNIT COORDINATOR/MONITOR TECHNICIAN

Program Content
- Health Care Delivery System
- Communication and Interpersonal Skills
- Legal and Ethical Responsibilities
- Wellness and Disease
- Infection Control
- Blood Borne Disease Including AIDS
- CPR and Response to Emergency Situations
- Transcriptions and Routing of Physicians' Orders
- Medical Terminology
- Clerical Duties
- Efficient Work Practices
- Safety
- Basic Math and Science
- Computer Literacy
- Employability skills

Program Length
630 hrs  |  Full Time  |  21 weeks

Approximate Cost
$2,276

Location
Main Campus

Schedule
- Full Time: Monday-Thursday
  7:15 am - 3:30 pm

Description of Program
The Health Unit Coordinator/Monitor Technician (Unit Secretary) program prepares individuals to be unit secretaries and cardiac monitor technicians in hospitals and clerical staff in physicians' offices, outpatient surgical units and nursing homes. Students will become familiar with the cardiovascular system, application of telemetry equipment and recognize normal/abnormal electrical cardiac activity. Students are introduced to the clinical area early in the program and proceed sequentially, correlating classroom theory and selected clinical application. Emphasis is placed on accuracy, interpersonal skills, and the moral, legal, and ethical implications relative to employment in a medical facility.

Requirements for Admission
- Orientation/Testing/Counselor Interview
- High School Diploma or GED
- FDLE Background Screening Clearance
- Drug Screening Clearance
- Completed Physical/Immunizations
- Health/Accident Insurance
- Transportation
To be admitted into a program of study offered by Sheridan Technical College, an individual must satisfy all of the admission requirements applicable to that program of study. General admissions and registration procedures for Sheridan Technical College are as follows:

**ADMISSION AND REGISTRATION PROCEDURES**

1. **Attend Orientation**
   Applicants for technical programs must attend an on campus or online orientation.
   - **On-campus Orientation:** It is strongly recommended and provides an in depth overview of our programs and resources. For Main Campus orientation, please report to Building #11 by 8:30 am. For West Campus orientation, please report to the main office by 8:00 am.
   - **Online Orientation:** At the end of the online orientation you must complete the Online Orientation Survey. To access the orientation visit: [http://www.sheridantechincal.com/HowttoApply/OnlineOrientation](http://www.sheridantechincal.com/HowttoApply/OnlineOrientation)

2. **Take the Test of Adult Basic Education (TABE)**
   - **Main Campus:** TABE is administered Monday through Thursday for all programs directly after orientation. Applicants must report to Building #11 with a valid picture ID and $10.00 by 8:30 am.
   - **West Campus:** TABE is administered Wednesday, Wednesday and Friday for all programs. Applicants must check in with a valid picture ID and $10.00 by 8:00 am.
   - Prospective students showing evidence pursuant to State Board Rule 6A-10.040(8) may be eligible to receive an exemption from taking the TABE. A program counselor/advisor can assist you with identifying Basic Skills exemption criteria.
   - Programs that do not require TABE testing are as follows: Commercial Class B Driving, Commercial Vehicle Driving, Facials Specialty, Gaming Machine Repair Technician, Home Health Aide, Patient Care Assistant and Phlebotomy.

3. **Schedule and Attend a Counselor Interview**
   - Schedule an appointment for an interview with the program counselor/advisor by calling 754.321.5400 (Main Campus) or 754.321.3900 (West Campus).
   - Discuss TABE scores and next steps. Next steps may include a referral for remediation if minimum basic skills levels have not been achieved, program placement, special needs, financial aid and registration procedures. **Test scores cannot be given over the phone.**
   - Please bring two forms of documented Florida residency to the interview.

4. **Register for Class**
   - Registration for postsecondary students is held throughout the year.
   - Please check with the program counselor/advisor for availability and registration dates.