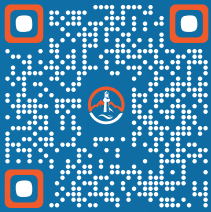


Health Unit Clerk

Diploma Program

A Health Unit Clerk provides essential clerical and administrative support in healthcare settings like hospitals and clinics, ensuring efficient operations and coordination among healthcare staff, patients, and families.



Why SELC in Canada?

1. **Life-time job support** in Canada
2. **Refreshing learning** opportunity
3. Learn from **industry experts**
4. **Credit transfer options** to public institutions
5. **Payment plan & scholarships** are available



Delivery method

In-person



Start dates

Every 6 weeks



Schedule

Morning & afternoon



Durations

24 weeks



English requirement

Upper intermediate

Program Durations

With Break

Students can work full-time during scheduled breaks in Canada

Step-1: Study



12 weeks

Step-2: Academic Break



3 weeks

Step-3: Co-op



12 weeks

Total Duration



27 weeks

Without Break

Step-1: Study



12 weeks

Step-2: Co-op



12 weeks

Total Duration



24 weeks

Learning Objectives



Interpersonal communication

Introduction to Canadian Healthcare

Learning healthcare terminology

Procedures, scheduling & documentation

Medical transcriptions

Student success strategies

Career success

Occupations



Healthcare
administrative support



Customer service
& front desk

Work Experience Requirements

1. Negative TB skin test or chest X-ray
2. An immunization record showing current vaccinations
3. Criminal record check

Average Salary in Canada

as a Health Unit Clerk

\$50,255 / a year

Source: glassdoor.ca