

MULTIPLE CHOICE

1. Which of the following tasks would be considered nonclinical?
 - a. Assisting a patient to the bathroom
 - b. Delivering a patient's food tray
 - c. Scanning an electrocardiogram (EKG) into the patient's electronic medical record (EMR)
 - d. Assisting a physician in changing a patient's dressing

ANS: C

Nonclinical tasks are tasks performed away from the bedside.

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2. An example of a clinical task is:
 - a. answering a patient's request on the intercom.
 - b. filing reports in patients' charts.
 - c. starting an intravenous line.
 - d. answering the unit telephone.

ANS: C

Clinical tasks are performed at the bedside or in direct contact with the patient.

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3. The abbreviation that indicates the student status of the health unit coordinator is:
 - a. CHUC.
 - b. HUC.
 - c. SHUC.
 - d. SRN.

ANS: C

SHUC is the abbreviation that means *student health unit coordinator*.

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4. A CDSS is a computer program that:
 - a. assists nurses in interpreting doctors' orders.
 - b. assists the HUC when rewriting doctors' orders.
 - c. provides alerts when there is a conflict in the doctors' orders at the point of entry.
 - d. provides assistance for ancillary personnel who interpret doctors' orders.

ANS: C

A clinical decision support system (CDSS) provides suggestions or default values for drug doses, routes, and frequencies to the physician at the point of ordering.

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5. The abbreviation *CPOE* means:
 - a. controlled physician orders executed.
 - b. computerized partial orders entered.
 - c. computer physician order entry.
 - d. compact physician orders entered.

ANS: C

CPOE means *computer physician order entry*. This is a computerized program through which physicians directly enter patient orders; it replaces handwritten orders provided on an order sheet or a prescription pad.

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6. The HUC position was created during World War II because:
 - a. nurses went on strike to protest the war.
 - b. many were out of work, and creating this position provided jobs.
 - c. a critical shortage of nurses occurred.
 - d. patients required more care.

ANS: C

During World War II, hospitals experienced a drastic shortage of registered nurses. To compensate for this shortage, auxiliary personnel were trained on the job to assist the registered nurse.

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7. August 23,1980, is significant to HUCs because on that date:
- the first educational program for HUCs was held to set educational curriculum guidelines.
 - the first HUC text, *The Hospital Ward Clerk*, was published by The C. V. Mosby Company.
 - a the first organizational meeting was held in Phoenix, Arizona, to form a national association for the HUC.
 - it was decided that the term *unit secretary* would no longer be used in the hospital.

ANS: C

The first organizational meeting was held in Phoenix, Arizona, on August 23,1980. This date has since been proclaimed National Health Unit Coordinator Day by the national association.

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8. One of the first educational programs for HUC was offered at a vocational school in Minneapolis in:
- 1960.
 - 1966.
 - 1955.
 - 1956.

ANS: B

One of the first educational programs for HUC was offered at a vocational school in Minneapolis in1966.

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9. On August 23,1980, the first organizational meeting was held in:
- Minneapolis.
 - Phoenix.
 - Chicago.
 - Cleveland.

ANS: B

The first organizational meeting was held in Phoenix, Arizona, on August 23,1980.

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10. The first national certification examination was offered in:
- 1985.
 - 1982.
 - 1983.
 - 1990.

ANS: C

The first certification examination was offered by the National Association of Health Unit Coordinators (NAHUC) in May of 1983.

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11. Which of the following is one of the tasks the HUC is responsible for in assisting the doctor?
- Placing calls to or receiving calls from his/her office
 - Obtaining coffee for the doctor upon request
 - Entering orders into the patient's EMR when the doctor is in a hurry
 - Doing a food run to the cafeteria when the doctor does not have time to go to lunch

ANS: A

One of the HUC's responsibilities is to place calls to and receive calls from doctors' offices.

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12. A requirement for certification of the HUC is:
- passing the national certification examination administered by the NAHUC.
 - passing an examination given by the nurses' association.
 - passing all of the courses taken in a college curriculum.
 - establishing a minimum level of athletic performance.

ANS: A

The national certification examination is administered nationwide at testing sites with the use of an electronic system.

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13. One of the benefits of being a member of the NAHUC is:
- it provides more friends on social networks.
 - it impresses friends.
 - it provides a forum for sharing ideas and challenges.
 - the conventions are so much fun.

ANS: C

NAHUC membership provides assistance in being prepared and proactive regarding changes that are taking place in health care and the HUC profession.

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14. One of the reasons to become certified is:
- increased credibility.
 - a guaranteed pay raise.
 - a guaranteed promotion.
 - an opportunity to work the exact shift desired.

ANS: A

One of the reasons to become certified is that the person will have increased credibility.

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15. The NAHUC requires certified HUCs to be recertified to:
- raise money to maintain the association.
 - ensure that they stay current in their field of practice.
 - assist HUCs to maintain their NAHUC membership.
 - assist HUCs to keep their current job.

ANS: B

Recertification is required to assist HUCs to stay current in their field of practice.

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16. The physician has written an order for a blood test on the patient's paper chart. The role of the HUC is to:
- draw the blood sample.
 - explain the reason for the test to the patient.
 - interpret the results and advise the family.
 - transcribe the blood test order and enter it into the computer.

ANS: D

It is the responsibility of the HUC to order, schedule, and/or coordinate diagnostic procedures and treatments.

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17. A visitor with a complaint approaches the nurses' station where several staff members are seated. The first person to handle this complaint is generally the:
- nurse manager.
 - physician.
 - respiratory therapist.
 - HUC.

ANS: D

The HUC is often the first person to handle visitor concerns.

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18. One of the responsibilities added to the HUC role with the implementation of the EMR is:
- assisting all doctors with changing patients' dressings.
 - writing each patient's doctors' orders on a worksheet for the nurse.
 - typing handwritten doctors' orders into the patient's EMR.
 - scanning reports sent from other facilities, EKGs, and other documents as requested into the patient's EMR.

ANS: D

One of the responsibilities added to the role of the HUC with the implementation of the EMR involves integrating/scanning any paper documents created by caregivers into the EMR.

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19. When the EMR with CPOE is implemented, the HUC position will:
- become more administrative and will involve more customer service.
 - be eliminated.
 - become clinical and will involve patient care.
 - not change; the HUC will still transcribe doctors' orders.

ANS: A

HUCs will have a more efficient role that consists of traffic control, coordination of care, and management of the EMR.

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20. One of the benefits of CPOE is that:
- the HUC will have time to take earned breaks.
 - the doctor will spend less time at the hospital.
 - the HUC will not have the responsibility of reading doctors' handwriting.
 - the nurses will have more time to spend with patients.

ANS: C

CPOE can significantly improve patient care by reducing the risk of human error in interpreting doctors' handwriting

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21. E-prescribing reduces the risk of errors and occurs when:
- the HUC enters the medication orders into the computerized medical administration record (MAR) rather than a paper MAR.
 - the doctor enters prescription information into a computer and sends it directly to the pharmacy computer.
 - the nurse enters the medication administration information into a patient's EMR or computerized MAR.
 - the patient's doctor electronically sends a prescription directly to the patient.

ANS: B

The electronic transmission of prescription information from the prescriber's computer (hospital or doctor's office) to a pharmacy computer reduces the risk of errors.

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22. Working HUCs can prepare for changes involving the EMR with CPOE by:
- becoming a licensed practical nurse (LPN).
 - taking nursing assistant classes.
 - finding another job.
 - taking additional computer classes.

ANS: D

One of the ways the HUC may prepare for implementation of the EMR is to complete computer classes to become efficient in or gain a working knowledge of advanced word processing, use of a database and spreadsheet, and the process of communicating through e-mail. (Typing skills are essential.)

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23. Which of the following statements is true and something to keep in mind when locating information on the Internet?
- Information may be found that is old, outdated, or not reliable or worthwhile.
 - If information is located on the Internet, it has to be accurate.
 - Information located on the Internet is always maintained and is current.
 - Certain search engines provide only reliable information.

ANS: A

It is important to check the date the article or information was written or when it was last updated.

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24. The HUC could be cross trained in the following position in the hospital setting:
- LPN
 - Certified respiratory therapist (CRT)
 - Personal care associate (PCA)
 - Certified physical therapist (CPT)

ANS: C

The HUC could be cross trained to be a PCA.

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25. Other nonclinical career choices that the HUC may pursue would be:
- CPT.
 - Health information manager.
 - CRT.
 - LPN

ANS: B

A health information manager position is nonclinical in nature.

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26. The physician has written an order for a blood test on a patient's paper chart. The role of the HUC would be to:
- draw the blood sample.
 - explain the reason for the test to the patient.
 - interpret the results and advise the family.
 - transcribe the blood test order and enter it into the computer.

ANS: D

The HUC transcribes the doctor's orders (when paper charts are used).

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27. Transcription for HUCs means:
- the HUC may order anything he/she wants.
 - the HUC will process the physician's orders.
 - the HUC will type dictated notes for the doctor.
 - the HUC will send the physician's order to medical transcription.

ANS: B

Transcription is the process used to communicate the doctor's orders to the nursing staff and other hospital departments; computers or handwritten requisitions are used.

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28. Which of the following is the first step in the evolution of any profession?

- a. Certification or licensure
- b. Formal education
- c. On-the-job training
- d. Formation of a national association

ANS: C

Traditionally, health professions have evolved through four stages: on-the-job training, formal education, formation of a national association, and certification or licensure.

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