

### **Chapter 7 Assignment**

1. What types of management duties does the health unit coordinator perform? What types of duties might be called “external” management, and what duties might be called “internal” management of the health unit coordinator himself or herself?
2. What are some of the techniques a health unit coordinator can use to become more effective in managing his or her tasks? For example, how can the HUC become better at time management?
3. Name five hospital departments that provide supplies to the nursing unit, identify 2 examples of supplies for each.
4. Identify the appropriate hospital department that the HUC would notify, using a list of nursing unit equipment needing repair and problems that need to be resolved.
5. Identify the emergency equipment that is located on a nursing unit.

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6. Explain the importance of the change-of-shift report and list five items that would be recorded on the census worksheet for quick reference.
7. Briefly explain a method used to record the location of patients and patients' charts and discuss why it is necessary to keep a record of this information.
8. Describe the purpose of the ADT sheet, ADT log book, patient label book and the four steps in addressing visitors.
9. List seven steps to follow when dealing with visitors' complaints.