Appendix C: UNIT ASSISTANT SPECIFIC REQUIREMENTS

Unit Assistants

Level 2

Unit Assistants (UA's) complete	
Requirement	Process
Excel Class	Complete Excel 2016 1 and 2 via HealthStream. CNE will verify completion
Team Performance Class	Sign up for this course through HealthStream. There will be an online portion as well as in person class time.
Milieu Management Class	Sign up for this course through HealthStream. There will be an online portion as well as in person class time.
Passes level 2 MHT/UA exam	Once all other pieces for level 2 are verified complete, CNE will set up a time for you to take the exam.

Level 3

Unit Assistants (UAs)	
Requirement	Process
Administrative Assistant Certification Course -- online	Contact CNE for assistance to sign up for this course.
Complete one additional education course of your choice (Shodair sponsored or on-line webinar)	Contact CNE for assistance to find available webinars. Other Shodair sponsored classes will be offered throughout the year. Contact the CNE with any questions.
Passes UA 3 exam	Once all other pieces for level 3 are verified complete, CNE will set up a time for you to take the exam.