

Victoria Area ONLY

APPLICATION INSTRUCTIONS FOR CLERICAL COMPETITIONS FOR TYPING & MEDICAL TERMINOLOGY

Clerical applicants are expected to provide proof of typing speed and/or medical terminology testing (if required) when applying. * Please refer to the requirements below.

* This does NOT apply to postings for other areas of Vancouver Island.

- TYPING TESTS**
- Typing test results will only be accepted from the institutions listed below.
 - Out of province applicants are encouraged to contact Employment Services regarding testing.

MEDICAL TERMINOLOGY TESTS & RESULTS Camosun College, Victoria, has been contracted as the sole administrator of the Medical Terminology Assessments.

To arrange to take the VIHA Medical Terminology Assessment, applicants must pre-register through Camosun College by calling: 370-3550.

VIHA EMPLOYEES Please contact Employment Services in Victoria at 370-8522, option 1 regarding the process for typing and medical terminology testing for **internal** applicants.

APPROVED SCHOOLS

[Academy of Learning](#)

Nanaimo (250) 753-4220
Campbell River (250) 286-0100
Victoria (250) 385-1333

[Malaspina University College](#)

Duncan (250) 746-3500
Nanaimo (250) 753-3245

[Camosun College](#)

Victoria (250) 370-3550

[North Island College](#)

Campbell River (250) 923-9700
Port Alberni (250) 724-8711

[Discovery Community College](#)

Campbell River Campus (250) 287-9898
Toll Free: 877-770-9898
Port Alberni Campus (250) 723-2888

[Shoreline Community School](#)

Victoria (250) 386-8367

[Excel Career College](#)

Courtenay, Comox Valley Campus, (250) 334-2452
Parksville Campus (250) 954-1997

[Sprott-Shaw Community College](#)

Duncan (250) 748-2700

[West Shore Centre of Learning & Training](#)

Victoria (250) 391-9002

[Insignia College of Health and Business](#)

Victoria (250) 381-7733
Toll Free: 1-888-681-7733

If you have any questions or require additional information, please contact:

Employment Services, Victoria Office

Telephone: (250) 370-8522
Telephone: Toll-free 1 888 296-3963

