



**COURSE OUTLINE**

**HCA 140**

**HEALING 3A - PERSONAL CARE & ASSISTANCE**

**60 HOURS  
4 CREDITS**

PREPARED BY: Kim Diamond  
DATE: May 17, 2019

APPROVED BY: Andrew Richardson, Dean Applied Arts  
DATE:

APPROVED BY ACADEMIC COUNCIL: 2009  
RENEWED BY ACADEMIC COUNCIL: (date)



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Version 1.2 revised and approved by Academic Council: April 17, 2019  
Academic Council, Governance Office  
Academic Council MyYC: Policies, Procedures and Forms

**PLEASE NOTE:** It is strongly recommended that you save your course outline to help establish credit for further study in other institutions.

## HEALING 3A - PERSONAL CARE & ASSISTANCE

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**INSTRUCTOR:** Susan Walton  
Lab Assist- Sandy Ladret

**OFFICE HOURS:** TBA

**OFFICE LOCATION:** n/a

**CLASSROOM:** TBA

**E-MAIL:** susan.walton@yukoncollege.yk.ca

**TELEPHONE:** 867-336-4113

**DATES & TIMES:** Mondays (1300-1600); Sept 9-Dec 2  
**PLUS** Wednesdays (1300-1600); Sept 4 - Oct 16 & Wed Sept 11 (0900-1200) AND  
Friday Nov 29 ( 0900-1200)

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### COURSE DESCRIPTION

This practical course offers students the opportunity to acquire personal care and assistance skills within the parameters of the HCA role. The course is comprised of class and supervised laboratory experiences which assist the student to integrate theory from other courses to develop care-giver skills that maintain and promote the comfort, safety and independence of individuals in community and facility contexts. This course is the introduction to Personal Care and focuses on basic skills and knowledge.

### PREREQUISITES

Admission to the HCA Program or discretion of the HCA Coordinator/Instructor

### RELATED COURSE REQUIREMENTS

None

### EQUIVALENCY OR TRANSFERABILITY

Transfers not yet formalized through BCCAT, due to recent changes in BC Curriculum

## LEARNING OUTCOMES

Upon successful completion of the course, students will be able to

- Perform personal care skills in an organized manner ensuring the comfort and appropriate independence of the client/resident.
- Apply an informed problem-solving process to the provision of care and assistance.
- Provide personal care and assistance within the parameters of the HCA.
- Provide care and assistance in ways that maintain safety for self and others in a variety of contexts.

## COURSE FORMAT

This course will integrate classroom theory with demonstration and practice of the skills to be learned. Students will learn concepts of personal care and will practice with other students in the lab to gain competence. Mini-lectures, readings, discussions, reflection, guest speakers, demonstrations, role-playing, and other appropriate learning experiences may be utilised.

## ASSESSMENTS/EVALUATION

All evaluative components for this course are mandatory and must have a passing grade (usually a minimum of 50%)  
Missing or incomplete components will result in a course grade assessment of "Fail"

**Late Assignments/Work:** For every day an assignment *is late* (after assigned due date) 5% will be deducted from the original paper grade.

- No assignment will be accepted more than one week (7 calendar days) following the due date unless arrangements are made with instructor of that specific course in advance of due date. Assignments not handed in one week after due date will receive a 0 (failing) grade.

## ASSIGNMENTS/EVALUATIVE CRITERIA

### Attendance & Participation

10%

This course is part of the HCA program which is experiential; therefore attendance is essential. Attendance means being at class on time every day, prepared for the class

and participating to the end of the class. If you cannot be at class, you must notify the instructor in advance and you must arrange to get the class notes and information from your classmates. You are responsible for the information and materials of every class.

Participation includes your active involvement in the activities of the classroom and completion of assignments, reading, quizzes, etc. Coming to class regularly, being on time, being prepared for the class, speaking up in class and handing in your assignments when due will contribute greatly to your success. You will complete a self-assessment rubric regularly.

**Practical Skills Evaluation: Dates TBD** **35%**

Students will be presented with scenarios appropriate to the HCA role and will be expected to carry out the skills in a safe and competent manner in a reasonable time and integrate the knowledge and skills learned in all courses to date.

**Quizzes: Various Dates TBD** **15%**

Students will complete several quizzes throughout the course. There are NO re-writes for quizzes.

**Final Examination; Dec 5, 2018** **40%**

The final examination is cumulative. Students must achieve 75% to pass this exam.

NOTE: If a student should fail the final exam a re-write/supplemental exam is not guaranteed, but at the discretion of the instructor

Other n/a

#### EVALUATION

|                             |      |
|-----------------------------|------|
| Participation/Attendance    | 10%  |
| Practical Skills Evaluation | 35%  |
| Quizzes                     | 15%  |
| Final Exam                  | 40%  |
| Total                       | 100% |

## REQUIRED TEXTBOOKS AND MATERIALS

- Sorrentino, S; Remmert, L & Wilk, J (2018) Mosby's Canadian textbook for the support worker. 4<sup>th</sup> ed. Elsevier, Toronto. (Includes the text + Revised Student Workbook + ? DVD).
- Worksafe BC Back Talk. An Owner's Manual for Backs  
*OR Download online: [Worksafebc.com/back\\_talk-pdf-en.pdf](https://www.worksafebc.com/back_talk-pdf-en.pdf)*
- Worksafe BC Home and Community Health Worker Handbook.

*Access to PDF version online will be reviewed in HCA 140 class.*

Terminology reference online: <https://www.dmu.edu/medterms/>

## ACADEMIC AND STUDENT CONDUCT

Information on academic standing and student rights and responsibilities can be found in the current Academic Regulations that are posted on the Student Services/ Admissions & Registration web page.

## PLAGIARISM

Plagiarism is a serious academic offence. Plagiarism occurs when a student submits work for credit that includes the words, ideas, or data of others, without citing the source from which the material is taken. Plagiarism can be the deliberate use of a whole piece of work, but more frequently it occurs when students fail to acknowledge and document sources from which they have taken material according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Students may use sources which are public domain or licensed under Creative Commons; however, academic documentation standards must still be followed. Except with explicit permission of the instructor, resubmitting work which has previously received credit is also considered plagiarism. Students who plagiarize material for assignments will receive a mark of zero (F) on the assignment and may fail the course. Plagiarism may also result in dismissal from a program of study or the College.

## YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, to graduate from ANY Yukon College program, you will be required to achieve core competency in knowledge of

Yukon First Nations. For details, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.ca/yfnccr).

### **ACADEMIC ACCOMMODATION**

Reasonable accommodations are available for students requiring an academic accommodation to fully participate in this class. These accommodations are available for students with a documented disability, chronic condition or any other grounds specified in section 8.0 of the Yukon College Academic Regulations (available on the Yukon College website). It is the student's responsibility to seek these accommodations. If a student requires an academic accommodation, he/she should contact the Learning Assistance Centre (LAC): [lac@yukoncollege.yk.ca](mailto:lac@yukoncollege.yk.ca).

### **INSTRUCTIONAL REQUIREMENTS**

This course will be taught by a Registered Nurse with knowledge & experience in both education and the content area. Other qualifications may be considered.

## TOPIC OUTLINE

### Problem-solving when carrying out care-giving procedures

- Assessing the client/resident and the situation prior to commencing care
- Identifying unsafe environments or situations.
- Seeking assistance if necessary in order to maintain the safety of the client/resident and/or the care provider.
- Organizing equipment and supplies in order to efficiently complete tasks.
- Checking equipment for safety and functionality.
- Reporting equipment malfunction.
- Performing the procedure(s).
- Maintaining client/resident privacy and dignity.
- Encouraging independence and self-care as much as possible.
- Cleaning equipment after use and returning to appropriate place.
- Tidying the resident/client's environment.
- Evaluating effectiveness of the procedure.
- Reporting and recording actions, results and observations.

### Asepsis and Prevention of Infection

- Standard and routine precautions.
- Hand Washing.
- Gloving & PPE
- Isolation precautions
- Principles and practice of medical asepsis in facilities and community settings
- Current Issues in Infection Control & Dealing with "super bugs"

### Promoting personal hygiene

- Oral hygiene.
- Bathing - bed bath, tub baths and showers.
- Providing perineal care.
- Assisting with grooming and dressing.
- a.m. and h.s. care.
- Back massage and skin care.

### Moving, positioning and transferring a client/resident

- Body mechanics in the home and facility.
- Turning a person in bed.
- Using positioning devices.
- Assisting with transferring and moving a person in a hospital bed and a regular bed.
- Transferring a person to a stretcher.



- Moving a person to the side of a bed and assisting him/her to sit.
- Transferring a person from bed to chair or wheelchair and back.
- Transferring a person from a wheelchair to a bath chair or toilet.
- Using mechanical lifts including ceiling lifts.
- Assisting the individual to use a walker safely.

#### Bed making

- Making a closed bed.
- Making an open bed.
- Making an occupied bed.

#### Home management

- Application of agency policies and procedures.
- Assessing the home for safety risks (for client and caregiver).
- Fire hazards and safety precautions.
- Applying principles of asepsis, safety, and organization when:
  - Cleaning kitchens
  - Cleaning bathrooms
  - Cleaning other parts of a home
  - Cleaning of equipment (in the home).
- Care and handling of laundry (including body substance protection).
- Properly disposing of incontinence products.
- Using common cleaning agents (application of WHIMS).
- Using appliances and equipment safely.
- Using body mechanics in a home environment.
- Dealing with emergencies in the home.

#### Promoting healthy nutrition and fluid intake

- Preparing simple, nutritionally sound meals (in the home).
- Practicing safe food handling and storage.
- Using food preparation equipment.
- Serving meals in ways that encourage normalizing interactions.
- Assisting clients/residents with eating and drinking.
- Utilizing safe eating assistance techniques with individuals who are experiencing difficulty biting, chewing and/or swallowing.
- Cleaning equipment, dishes, and utensils after use.
- Involving the client in meal preparation in the Home

#### Assistive Devices, Adaptive Devices, Prosthetic Devices

- Vision, Hearing Devices and Care of same
- ADL Devices, etc.