



School of Health Education and Human Services  
**HCA 140**  
**HEALING 3A – PERSONAL CARE & ASSISTANCE**  
Term: Fall, 2021  
Number of Credits: 4

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## Course Outline

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**INSTRUCTOR:** Susan Walton RN

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**Class Dates:** Tuesday Sept 7 – Tuesday November 30

**Class Times:** Sept 7 – Oct 19 & Nov 16, 23 (0900-1600)  
Oct 26 (0900-1200)  
Nov 30 (1300-1600)

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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.

### COURSE REQUIREMENTS

Prerequisite(s): None

### EQUIVALENCY OR TRANSFERABILITY

Transfers not formalized through BCCAT. Receiving institutions determine course transferability. Find further information at: <https://www.yukonu.ca/admissions/transfer-credit>

### 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

[www.yukonu.ca](http://www.yukonu.ca)

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 utilized.

Classes are 3 hours long often twice weekly for 11 weeks. 15 of the classes involve direct instruction time; including theory & practice of related skills. Remaining class time is for skills testing and the final written exam. It is expected that this course will require 2-4 hours of homework and additional reading for each class. The time required will vary by individual.

### **Delivery format**

This course will be delivered through face-to-face sessions on-campus in the Nursing Lab. Students will be required to adhere to public health guidelines. More information about the specific precautions will take place during the HCA orientation in August.

### **EVALUATION**

Attendance	10 %
Practical Skills	35 %
Quizzes	15 %
Final Exam	40 %
Total	100%

### **ASSESSMENTS**

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”

Course Evaluation methods include: Written quizzes, exam, practice assessment and student self-assessment.

#### **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 on your participation 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 while integrating 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 the quizzes.

**Final EXAM (written): Nov 30, 2021 (1300-1600)** **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**

### COURSE WITHDRAWAL INFORMATION

Refer to the YukonU website for important dates. <https://www.yukonu.ca/admissions/important-dates>

**Friday, November 5** is the last day to withdraw or change to audit from credit courses without academic penalty.

### TEXTBOOKS & LEARNING MATERIALS

Wilk, M. J. (2022) Sorrentino's Canadian Textbook for the Support Worker 5<sup>th</sup> ed. Elsevier, Toronto

Wilk, M./Sekhon, N./Sorrentino, S./Remmert, L./Kelly, R. (2022) Workbook to Accompany Sorrentino's Canadian Textbook for the Support Worker 5<sup>th</sup> ed. Elsevier, Toronto

Worksafe BC Back Talk. An Owner's Manual for Backs

**OR Download online @** <https://www.worksafebc.com/en/resources/health-safety/books-guides/back-talk-an-owners-manual-for-backs?lang=en>

### RELATED COURSE REQUIREMENTS

It is highly recommended that all students have access to a computer or other device and reliable Internet to do their studies. The minimum specifications for a student device are as follows:

Requirement	Windows-based PC	Apple Mac/macOS-based PC
Operating System	Windows 10	macOS X
Web Browser	Firefox, Edge or Google Chrome	Firefox, Edge or Google Chrome
RAM/Memory	4 GB	4 GB
Storage	5 GB of available space	5 GB of available space

### ACADEMIC INTEGRITY

Students are expected to contribute toward a positive and supportive environment and are required to conduct themselves in a responsible manner. Academic misconduct includes all forms of academic dishonesty such as cheating, plagiarism, fabrication, fraud, deceit, using the work of others without their permission, aiding other students in committing academic offences, misrepresenting academic assignments prepared by others as one's own, or any other forms of academic dishonesty including falsification of any information on any Yukon University document.

Please refer to Academic Regulations & Procedures for further details about academic standing and student rights and responsibilities.

## **YUKON FIRST NATIONS CORE COMPETENCY**

Yukon University 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 University program, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see [www.yukonu.ca/yfnccr](http://www.yukonu.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 University Academic Regulations (available on the Yukon University website). It is the student's responsibility to seek these accommodations by contacting the Learning Assistance Centre (LAC): [LearningAssistanceCentre@yukonu.ca](mailto:LearningAssistanceCentre@yukonu.ca).

## **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.

#### Indigenous Knowledge/Perspectives

- Discussions relating to compassionate and culturally safe care occur throughout this course. For example when giving intimate care (such as perineal care) to those who have survived trauma
- Respectful, culturally appropriate communication with First Nations Elders (also noted in other courses)
- Some classes (i.e. Feeding skills lab) are taught with a First Nations Elder to help students understand the skill through a culturally safe lens