



COURSE OUTLINE

HCA 141

HEALING 3 B - PERSONAL CARE & ASSISTANCE

**60 HOURS
4 CREDIT COURSE**

PREPARED BY: Pat McClelland, Instructor

DATE: November 30, 2016

APPROVED BY: _____
Dr. Andrew Richardson, Dean, Applied Arts

DATE: _____

APPROVED BY ACADEMIC COUNCIL: _____

RENEWED BY ACADEMIC COUNCIL: _____



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



Healing 3 B - Personal Care & Assistance

INSTRUCTOR: Pat McClelland
(Lab Assistants: Maureen Crill & Bev Hanbidge)

OFFICE HOURS: TBA

OFFICE LOCATION: A2708

CLASSROOM: A2714 & A2706

E-MAIL: pmcclelland@yukoncollege.yk.ca

TELEPHONE: 668-8852 (Pat)

DATES & TIME: Tuesdays Jan 4- Mar 28: 09-12, Fridays Mar 24-April 7 AND April 4,5,6,7,
(Tues, Wed, Thurs, Fri.- testing days) And Monday April 10 Final Exam

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 will extend the skills learned in HCA 140 to include more complex skills and knowledge.

PRE-REQUISITES

Admission to the HCA Program or discretion of the instructor and successful completion of HCA 140 & All Term 1 HCA courses

RELATED COURSE REQUIREMENTS

none

EQUIVALENCY OR TRANSFERABILITY

Transfers pending through BCCAT

LEARNING OUTCOMES

Upon successful completion of this course, students will:

- 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

All evaluative components for this course are mandatory and must have a passing grade (usually a minimum of 50%) in order to receive a passing mark.

Missing or incomplete components will result in a course grade assessment of “Fail”

Course evaluation methods include instructor and student self-assessment. Evaluation Criteria are summarized below.

Attendance and Participation

10%

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.

Practical Skills Evaluation:

35%

Students will be presented with scenarios appropriate to the HCA role that include the knowledge and skills learned in HCA 140 and 141. They 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

15%

Students will complete approximately 10 quizzes throughout the course.

Final Examination **40%**

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

EVALUATION

- | | |
|---|------------|
| 1. Attendance & participation, punctual, prepared. | 10% |
| 2. Practical skills evaluation in the lab using scenarios PASS/FAIL | 35% |
| 3. Quizzes | 15% |
| 4. Final Examination (75% required to pass the final exam) | 40% |

REQUIRED TEXTBOOKS AND MATERIALS (Same as HCA 140)

Sorrentino, S. (2013) Mosby's Canadian textbook for the support worker. 3rd ed. Elsevier, Toronto. (Includes the Revised Student Workbook + DVD 4.0)

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

OR Download online:

http://www.worksafebc.com/publications/health_and_safety/by_topic/assets/pdf/back_talk.pdf

Worksafe BC Home and Community Health Worker Handbook.

OR Download online:

http://www.worksafebc.com/publications/health_and_safety/by_topic/assets/pdf/community_health_workers.pdf

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 students present the words of someone else as their own. Plagiarism can be the deliberate use of a whole piece of another person's writing, but more frequently it occurs when students fail to acknowledge and document sources from which they have taken material. Whenever the words, research or ideas of others are directly quoted or paraphrased, they must be documented according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Resubmitting a paper 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.

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) at (867) 668-8785 or lassist@yukoncollege.yk.ca.

INSTRUCTOR 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/SYLLABUS

Promoting urinary and bowel elimination

- Using bedpans and urinals.
- Toileting techniques.
- Using commodes.
- Assisting the person with urinary and bowel incontinence.
- Using urinary incontinence products.
- Assisting the person with condom catheter drainage.
- Assisting the person with an established catheter.
- Emptying drainage bags.
- Collecting urine specimens.
- Factors affecting bowel elimination.
- Assisting with bowel training.
- Administering enemas and suppositories.
- Assisting the person with an established ostomy.
- Collecting stool specimens.

Measuring vital signs

- Measuring height and weight.
- Measuring body temperature.
- Monitoring pulse and respirations.
- Being familiar with differing types of equipment.
- Reporting and recording vital signs

Promoting healthy nutrition and fluid intake

- Utilizing safe eating assistance techniques with individuals who are experiencing difficulty biting, chewing and/or swallowing.
- Observing and recording intake and output.

Heat and cold applications

- Knowing policies and procedures of facility/agency
- Administering cold packs under supervision of RN.

Assisting with oxygen needs

- Safe use of oxygen.
- Recognizing oxygen concentrators, tanks (compressed oxygen) and liquid oxygen.
- Dealing with oxygen tubing.

Assisting with Medications

- Assisting vs. Administering in relation to parameters of practice.

- Roles and responsibilities, legal implications of actions.
- Observing resident/client for untoward effects (i.e. recognizing what is not normal and reporting it).
- General types of medications (capsules, tablets, ointments, suppositories, liquids, drops).
- Common abbreviations used with medications.
- Label reading.
- Critical “rights” of assisting with medications.
- Individual’s right to refuse medication.
- Assisting with pre-packaged, pre-measured oral medications.
- Assisting with oral, eye and transdermal medications.
- Assisting with metered dose inhalers.
- Assisting with topical application of ointments.
- Documentation (further practice with).

Personal Assistance Guidelines

- Current Personal Assistance Guidelines of the region.
- Procedures that are designated as delegated or assignable tasks in respect to HCA (HSW/NHA) practice.
- Assignable tasks for clients/residents who can direct own care.
- Delegated tasks for clients/residents who can direct own care.
- Delegated tasks for clients/residents unable to direct own care.
- Legal implications involved in performance.
- Healthcare professionals responsible for assigning and delegating tasks.
- Principles and rationale underlying safe and efficient performance of delegated or assigned tasks.
- Basic procedures involved in the safe, efficient performance of these tasks.
- Community resources and supports.

Care Planning

- Planning and implementing care based on the person’s needs, the established care plan and facility/agency policies.

Skin Care:

- Using pressure relieving devices.
- Pressure Ulcers
- Wounds

Promoting exercise and activity

- Bed rest.
- Assisting with ambulation.
- Assisting with walking devices - especially safe use of walkers with resting seat.
- Assisting with wheelchairs.

Updated December 2016

- Dealing with falls.

Promoting comfort and rest

- Admitting a person to a facility.
- Promoting comfort, rest and sleep.

Community Resources and Supports