

COURSE SYLLABUS



COURSE TITLE: HCA 120 Introduction to Practice

CLASS SECTION: X25W1

TERM: Winter

COURSE CREDITS: 1.5 (30 hours)

DELIVERY METHOD(S): on campus, synchronous

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̓SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

Learn more about Camosun's [Territorial Acknowledgement](#).

INSTRUCTOR DETAILS

NAME: Bonnie Tateham

EMAIL: TatehamB@camosun.ca

OFFICE: CHW 234

HOURS: By appointment

As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

CALENDAR DESCRIPTION

This course provides an introduction to the role of the HCA within the British Columbia health care system. Students will be introduced to the health care team and the roles and functions of HCAs within the team. Students will also have opportunities to develop self-reflective skills required for competent practice and will be introduced to effective job-finding approaches.

PREREQUISITE(S): None

CO-REQUISITE(S): None

EQUIVALENCIES: None

COURSE LEARNING OUTCOMES / OBJECTIVES

Upon successful completion of this course, students will be able to:

1. Discuss the roles and responsibilities of HCAs within the health care system in British Columbia:
 - 1.1 Describe the health care systems in British Columbia and Canada.
 - 1.2 Describe the processes by which individuals in British Columbia become eligible for long-term care.
 - 1.3 Discuss the goals, philosophy, and approaches used in assisted living facilities and how these might also be applied in other contexts.

- 1.4 Describe the purpose and functions of employer standards, policies, and procedures.
- 1.5 Discuss the importance of maintaining client and family confidentiality.
- 1.6 Describe the roles and responsibilities of HCAs within the health care team.
- 1.7 Describe the role of labour unions in health care in relation to membership, responsibilities, and implications for HCAs.
- 1.8 Describe the role and mandate of bodies with oversight of HCAs in B.C.

2. Discuss strategies to support the effective functioning of the health care team:

- 2.1 Discuss basic concepts of team development and group processes.
- 2.2 Describe the benefits and challenges of working in a team, including diversity within the team.
- 2.3 Describe principles of collaboration and cooperation that contribute to effective team functioning.
- 2.4 Describe the roles and responsibilities of various members of the health care team.
- 2.5 Discuss lines of communication.

3. Discuss the legal and ethical parameters of the HCA role and requirements for responsible and accountable practice:

- 3.1 Discuss human rights as they relate to the provider and the recipient of care.
- 3.2 Discuss elements of responsible and accountable behaviour.
- 3.3 Delineate the legal and contractual limitations and obligations of HCAs.
- 3.4 Delineate the legal implications of the written word.
- 3.5 Discuss how to recognize ethical issues in practice and methods for resolving such issues.
- 3.6 Discuss appropriate responses when a situation exceeds legal or employer-defined parameters of one's role.
- 3.7 Describe what is meant by professional boundaries in relation to relationships with clients and families.

4. Apply self-reflection and self-appraisal processes in order to recognize and respond to own self-development needs as a care provider:

- 4.1 Discuss reflective practice: what it is, why it is important, how to become a reflective care provider.
- 4.2 Discuss how personal competence of the care provider is a component of caring practice.
- 4.3 Describe how self-assessment relates to self-development.
- 4.4 Discuss the importance of lifelong learning for all care providers.

5. Confidently conduct a job-search process:

- 5.1 Describe the challenges and rewards of specific work environments.
- 5.2 Discuss criteria for selecting a work environment that fits one's strengths, values, preferences, and lifestyle.
- 5.3 Identify the components of applying for a job:

- Preparing a clear, attractive resume and letter of application.
- Completing a job application form.
- Effectively participating in a job interview.
- Finding resources to support the process of applying for a job.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

Sorrentino's Canadian Textbook for the Support Worker, Fifth Edition (2022) by Sorrentino's, Remmert & Wilk. Elsevier.

Integrating a Palliative Approach: Essentials for Personal Support Workers, Second Edition (2020) by Murray. Life & Death Matters.

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

All classes are 2.5 hours in length—please follow schedule posted on D2L

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
Week 15	Unit 1, Class 1: Workplace Settings	
Week 15	Unit 1, Class 2: Workplace Settings	
Week 16	Unit 2, Class 1: Teamwork in Healthcare Settings	
Week 17	Unit 2, Class 2: Teamwork in Healthcare Settings	
Week 17	Unit 3, Class 1: Professional Approaches to Practice	
Week 18	Unit 3, Class 2: Professional Approaches to Practice	
Week 18	Unit 4, Class 1: Job Search	
Week 18	Unit 4, Class 2: Job Search	
Week 19	Unit 5, Class 1: Legal and Ethical Issues	
Week 19	Unit 5, Class 2: Legal and Ethical Issues	
Week 20	Unit 5, Class 3: Legal and Ethical Issues	
Week 20	Unit 5: Ethical Presentations	
Week 21	Final Exam	

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced notice is required. Deadlines can be reviewed on the [CAL exams page](https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams). <https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams>

EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
Reflective Practice Assignment	20%
Post Unit Quizzes (Units 1, 2 and 4)	15%
Ethical Group Presentation	30%
Final Exam	35%
Students must obtain a minimum of 70% to be successful in this course.	
	TOTAL 100%

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the [Grade Review and Appeals](https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf) policy for more information.
<https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf>

COURSE GUIDELINES & EXPECTATIONS

WRITTEN ASSIGNMENTS

All assignments must adhere to Camosun College student conduct and academic integrity policies. Review the course outline/assignment specifications closely to determine if you are permitted to use generative AI. It is your responsibility, as the student, to be clear on when, where, and how the use of generative AI is permitted. If you use generative AI, you must cite its usage. Failing to cite the use of generative AI is academic misconduct. In all other aspects of your work, the use of generative AI will be considered a breach of academic integrity and Academic Policy E-1.13 Academic Integrity will be applied. If you are uncertain if you have used GenAI and/or cited appropriately, please speak with your instructor.

Students requiring an extension for the due date of an assignment must negotiate with the instructor, at least 48 hours before the due date. Assignments submitted late without an approved extension will result in a 5% deduction in mark for each day late. Assignments submitted more than 3 days late may not be accepted without prior approval by instructor.

SCHOOL OR DEPARTMENTAL INFORMATION

TEST & EXAMINATION PROCEDURES

There are policies regarding written test and examination procedures including late arrivals and missed tests. Please see the Health and Human Services Student Handbook (Section 5.4) for Test and Examination Procedures: <https://legacy.camosun.ca/learn/school/health-human-services/student-info/index.html>

STUDENT RESPONSIBILITY

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies;

demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit camosun.ca/services.

Support Service	Website
Academic Advising	camosun.ca/services/academic-supports/academic-advising
Accessible Learning	camosun.ca/services/academic-supports/accessible-learning
Counselling	camosun.ca/services/health-and-wellness/counselling-centre
Career Services	camosun.ca/services/co-operative-education-and-career-services
Financial Aid and Awards	camosun.ca/registration-records/financial-aid-awards
Help Centres (Math/English/Science)	camosun.ca/services/academic-supports/help-centres
Indigenous Student Support	camosun.ca/programs-courses/iecc/indigenous-student-services
International Student Support	camosun.ca/international
Learning Skills	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills
Library	camosun.ca/services/library
Office of Student Support	camosun.ca/services/office-student-support
Ombudsperson	camosun.ca/services/ombudsperson
Registration	camosun.ca/registration-records/registration
Technology Support	camosun.ca/services/its
Writing Centre	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

Academic Integrity

Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: <https://camosun.libguides.com/academicintegrity/welcome>
Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.13.pdf> for Camosun's Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

Academic Accommodations for Students with Disabilities

Camosun College is committed to achieving full accessibility for persons with disabilities. Part of this commitment includes arranging appropriate academic accommodations for students with disabilities to ensure they have an equitable opportunity to participate in all of their academic activities. If you are a student with a documented disability and think you may need accommodations, you are strongly encouraged to contact the Centre for Accessible Learning (CAL) and register as early as possible. Please visit the CAL website for more information about the process of registering with CAL, including important deadlines:
<https://camosun.ca/cal>

Academic Progress

Please visit <https://camosun.ca/sites/default/files/2023-02/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

Course Withdrawals Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <https://camosun.ca/registration-records/tuition-fees#deadlines>.

Grading Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.5.pdf> for further details about grading.

Grade Review and Appeals

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal (see [policy](#)). Please visit <https://camosun.ca/services/forms#medical> to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them

understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: <https://camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and camosun.ca/services/sexual-violence-support-and-education. To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-370-3841

Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <https://camosun.ca/sites/default/files/2021-05/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

Looking for other policies?

The full suite of College policies and directives can be found here: <https://camosun.ca/about/camosun-college-policies-and-directives>

Changes to this Syllabus: Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.