

# COURSE SYLLABUS



COURSE TITLE: HCA 161 Personal Care and Assistance 1

CLASS SECTION: X03 (W2)

TERM: Winter

COURSE CREDITS: 3 (67.5 hours)

DELIVERY METHOD(S): On campus. Synchronous.

Camosun College campuses are located on the traditional territories of the Ləkʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. Learn more about Camosun's [Territorial Acknowledgement](#).

---

## INSTRUCTOR DETAILS

NAME: Sarah Chisholm and Erin Ellis

EMAIL: [chisholms@camosun.ca](mailto:chisholms@camosun.ca) and [ellise@camosun.ca](mailto:ellise@camosun.ca)

OFFICE: CHW 319

HOURS: Monday 3-4 (Erin), Tuesday 3-4 (Sarah) or 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 first practical course offers students the opportunity to acquire fundamental personal care and assistance skills within the parameters of the HCA role. The course comprises class and supervised laboratory experiences, which assist the student to integrate theory from other courses to develop introductory caregiver skills that maintain and promote the comfort, safety, and independence of clients in community and facility contexts.

PREREQUISITE(S): None

CO-REQUISITE(S): None

EQUIVALENCIES: None

---

## COURSE LEARNING OUTCOMES / OBJECTIVES

1. Perform personal care skills in an organized manner ensuring the comfort and appropriate independence of the client:
  - 1.1 Organize and implement care according to client needs.
  - 1.2 Encourage independence of the client as much as possible.
  - 1.3 Encourage client communication and engagement during personal care.
  - 1.4 Maintain client privacy and dignity.
  - 1.5 Assist the client with personal hygiene and grooming.

- 1.6 Assist the client with movement and ambulation.
- 1.7 Use aids to promote comfort, relaxation, and sleep.
- 1.9 Assist the client with eating and drinking.
- 1.11 Provide specialized, sensitive care for the dying client in line with palliative care principles.

2. Apply an informed problem-solving process to the provision of care and assistance:

- 2.1 Observe the client and situation.
- 2.2 Observe for changes in the client's health status.
- 2.3 Identify priorities for care within the care plan.
- 2.4 Use appropriate health care team members as resources to augment one's own problem-solving and decision-making.
- 2.5 Follow the care plan for each client.
- 2.6 Conduct caregiving or assisting activities.
- 2.7 Reflect on and evaluate effectiveness of care or assistance.
- 2.8 Carry out recording requirements.
- 2.9 Use creativity and flexibility when required to adapt care and assistance to a variety of contexts.

3. Provide personal care and assistance within the parameters of the HCA role:

- 3.1 Comply with the legal parameters of practice for the HCA role.
- 3.2 Collaborate with other members of the health care team.
- 3.3 Use appropriate lines of communication.
- 3.4 Demonstrate dependability, reliability, honesty, and integrity.
- 3.5 Adhere to the client's activities of daily living (ADL) and care plan.

4. Provide care and assistance in ways that maintain safety for self and others in a variety of contexts:

- 4.1 Wear safe and appropriate clothing, including identification.
- 4.2 Observe the environment prior to commencing care.
- 4.3 Adjust the environment, as appropriate, to ensure safety and promote efficiency.
- 4.4 Organize time and equipment for safety and efficiency.
- 4.5 Adhere to the principles of body mechanics.
- 4.6 Adhere to the principles of medical asepsis and infection-control practices.
- 4.7 Recognize and make wise choices in situations of potential risk to self or others.
- 4.8 Exhibit flexible and adaptable behaviour in a variety of contexts.
- 4.9 Recognize and respond appropriately to emergency situations.

## 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 3 hours; see D2L for detailed schedule**

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
Week 1	Unit 1 Body Mechanics in the Home and Facility	1 class 2 hours theory/one hour lab
Week 1	Unit 2 Asepsis	1 class 2 hours theory/one hour lab
Week 2	Unit 3 Assisting with Ambulation	1 class 2 hours theory/one hour lab
Week 2	Unit 4 Promoting Comfort, Sleep and Rest	1 class 90 mins theory/90 mins lab
Weeks 3-5	Unit 5 Exam #1 & Assisting with Repositioning and Transfers	5 classes 7 hours theory/8 hours lab
Week 5	Skill checks	1 class 3 hours LAB
Weeks 5-7	Unit 6 Promoting Personal Hygiene	4 classes 4 hours theory/8 hours lab
Week 7	Unit 7 Exam #2 & Promoting Healthy Nutrition	1 class 3 hours theory
Week 8	Unit 8 Promoting Elimination Part 1	2 classes 3 hours theory/3 hours lab
Week 9-11	Case Study Evaluations, Lab Practice and Retests	12 hours lab
Week 11	Final Exam	1.5 hours theory

## Course Content

### Problem-Solving When Carrying Out Caregiving Procedures

- Planning and implementing care based on the client's needs, the established care plan, and agency policies.
- Observing the client and the situation prior to commencing care.
- Identifying unsafe environments or situations.
- Establishing priorities for care with consideration to client acuity.
- Seeking assistance, if necessary, to maintain the safety of the client and the care provider.

- Organizing equipment and supplies to efficiently complete care activities.
- Checking equipment for safety and functionality.
- Reporting equipment malfunction.
- Performing the procedure(s).
- Maintaining client privacy and dignity.
- Encouraging independence and self-care as much as possible.
- Cleaning equipment after use and returning to appropriate place.
- Tidying the client's environment.
- Evaluating effectiveness of the procedure and care.
- Reporting and recording actions, results, and observations.

### **Asepsis and Prevention of Infection**

- Microorganisms and the spread of infection.
- Principles and practice of medical asepsis.
- Routine practices.
- Hand washing.
- Gloving.
- Isolation precautions.
- Doffing and donning personal protective equipment (PPE).

### **Promoting Comfort and Rest**

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

### **Promoting Personal Hygiene**

- Oral hygiene.
- Bathing — bed bath, tub baths, and showers.
- Providing perineal care.
- Assisting with grooming and dressing (e.g., hair care, shaving, changing clothing).
- Morning and evening care.
- Back massage and skin care.
- Using pressure relieving devices.

### **Moving, Positioning, and Transferring a Client**

- Body mechanics.
- Turning and moving a client in a hospital or regular bed.
- Using positioning devices.
- Transferring a client to a stretcher.

- Moving a client to the side of a bed and assisting them to sit.
- Transferring a client from a bed to a chair or wheelchair and back.
- Transferring a client from a wheelchair to a bath chair or toilet.
- Cleaning of equipment.

## **Bedmaking**

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

## **Promoting Exercise and Activity**

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

## **Assisting with Dietary Intake**

- Serving meals in ways that encourage normalizing interactions.
- Assisting clients with eating and drinking.
- Using appropriate techniques and strategies to safely assist individuals experiencing difficulty biting, chewing, or swallowing.
- Using adaptive utensils.
- Observing and recording intake and output.

## **Promoting Urinary and Bowel Elimination**

- Using bedpans and urinals.
- Toileting techniques.
- Using commodes.
- Assisting the client with urinary and bowel incontinence.
- Using urinary incontinence products.
- Collecting urine specimens.
- Factors affecting bowel elimination.
- Assisting with bowel training.
- Collecting stool specimens.

## **Compression Stockings**

- After assessment of the client by a regulated health professional, HCAs may apply and remove compression stockings as per the care plan.
- Wash and dry stockings as per care plan.

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
Exam #1	30%
Exam #2	35%
Exam #3	25%
Clinical Requirements	10%
Skill checks	Constructive Feedback
Case Study Evaluations	Pass/Fail
<b>Students must get a minimum of 70% in theory AND a “pass” in the Case Study evaluation to be successful in HCA 161: Personal Care 1</b>	
<p>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 <a href="https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf">Grade Review and Appeals</a> policy for more information.</p> <p><a href="https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf">https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf</a></p>	
<b>TOTAL</b>	100%

## COURSE GUIDELINES & EXPECTATIONS

### WRITTEN ASSIGNMENTS

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

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](https://camosun.ca/services).

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

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.

### 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](https://camosun.ca/services/sexual-violence-support-and-education). To contact the Office of Student Support: [oss@camosun.ca](mailto: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.