

# COURSE SYLLABUS



COURSE TITLE: HCA 161 – Personal Care and Assistance 1  
CLASS SECTION: X24F2  
TERM: F2024  
COURSE CREDITS: 3 (67.5 hours)  
DELIVERY METHOD(S): 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](#).

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## INSTRUCTOR DETAILS

NAME: Heather Frame, Erin Ellis  
EMAIL: FrameH@camosun.ca, EllisE@camosun.ca  
OFFICE: CHW 317  
HOURS: As posted on D2L or email for 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.*

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## CALENDAR DESCRIPTION

### Restricted to students in Health Care Assistant

This course offers students the opportunity to acquire basic personal care skills within the parameters of the HCA role. The course is comprised of class and supervised laboratory experiences which assist the student to develop care-giver skills that maintain and promote the comfort, safety and independence of individuals in facilities.

PREREQUISITE(S): None Click or tap here to enter text.  
CO-REQUISITE(S): None Click or tap here to enter text.  
EQUIVALENCIES: None Click or tap here to enter text.

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## COURSE LEARNING OUTCOMES / OBJECTIVES

Upon successful completion of this course, the learner will be able to

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 including mechanical transfer devices
- 1.7 Use aids to promote comfort, relaxation, and sleep
- 1.8 Assist the client with eating and drinking
- 1.9 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 Follow the care plan for each client
  - 2.5 Conduct caregiving or assisting activities
  - 2.6 Reflect on and evaluate effectiveness of care or assistance
- 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

## REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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Sorrentino's Canadian Textbook for the Support Worker, 5th Canadian Edition (2021) by Wilk, Sorrentino, & Remmert. Elsevier.

Integrating a Palliative Approach: Essentials for Personal Support Workers, 2<sup>nd</sup> Edition (2020) by Murray. Life and Death Matters.

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

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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 in length. Follow schedule posted on D2L.**

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
2	Unit 1 Body Mechanics in the Home and Facility	1 class
3	Unit 2 Asepsis	1 class
4	Unit 3 Assisting with Ambulation	1 class
5	Unit 4 Promoting Comfort, Sleep and Rest	1 class
6-7	Unit 5 Assisting with Repositioning and Transfers	3.5 classes
9 – 10	Unit 6 Promoting Personal Hygiene	5 classes
14	Unit 7 Promoting Healthy Nutrition	1 class
15 – 16	Unit 8 Promoting Urinary and Bowel Elimination Part 1	2 classes

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

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DESCRIPTION	WEIGHTING
Exam #1	30%
Exam #2	35%
Exam #3	25%
Clinical Requirements – 10% of your total mark is for submitting all of the required program requirements by the assigned due date	10%
Skills Checks	Constructive Feedback
Case Studies	Pass/Fail
	<b>TOTAL</b>
	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>

**Students must get a minimum of 70% to be successful in HCA 161: Personal Care 1**

## COURSE GUIDELINES & EXPECTATIONS

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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

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**Students are required to read and are accountable for following College policies and guidelines as described in the School of Health and Human Services and/or Program Student Handbooks.**

**School of Health and Human Services Handbook:** <https://camosun.ca/hhs-handbook>

**Program Handbook:** <https://camosun.ca/hca-handbook>

## TEST AND EXAMINATION PROCEDURES

There are policies regarding written tests and examination procedures including late arrivals and missed tests. Please see the Health and Human Services Student Manual (Section 5.4) for Test and Examination Procedures

<https://legacy.camosun.ca/learn/school/health-human-services/student-info/index.html>

## STUDENT RESPONSIBILITY

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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

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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/programs-courses/iecc/indigenous-student-services">camosun.ca/programs-courses/iecc/indigenous-student-services</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

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc.). If you have a disability, the [Centre for Accessible Learning](#) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started:

<https://camosun.ca/services/academic-supports/accessible-learning>

### 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. Please visit <https://camosun.ca/sites/default/files/2021-07/e-2.8.pdf> 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.