



Course Syllabus

Course title: Personal Care and Assistance 1

Class section: HCA - 161 - X25W1

Term: 2025W

Course credits: 3

Total hours: 67.5

Delivery method: In-Person

Territorial Acknowledgement

Camosun College respectfully acknowledges that our campuses are situated on the territories of the Łək̓ʷəŋən (Songhees and Kosapsum) and W̱SÁNEĆ peoples. We honour their knowledge and welcome to all students who seek education here.

Instructor Details

Name: Chelsea Langlois

Email: LangloisC@camosun.ca

Name: Leanne Robb

Email: robbl@camosun.ca

Instructor Statement

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.

Instructor Office Hours

Office:

Hours:

Room #317

Hours: Monday 1500-1600 or by appointment

Course Description

Course Description:

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.

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
 - a. Organize and implement care according to client needs including normal urinary and bowel elimination
 - b. Encourage independence of the client as much as possible
 - c. Encourage client communication and engagement during personal care
 - d. Maintain client privacy and dignity
 - e. Assist the client with personal hygiene and grooming
 - f. Assist the client with movement and ambulation including mechanical transfer devices
 - g. Use aids to promote comfort, relaxation, and sleep
 - h. Assist the client with eating and drinking
 - i. 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

- a. Observe the client and situation
 - b. Observe for changes in the client's health status
 - c. Identify priorities for care within the care plan
 - d. Follow the care plan for each client
 - e. Conduct caregiving or assisting activities
 - f. Reflect on and evaluate effectiveness of care or assistance
3. Provide personal care and assistance within the parameters of the HCA role
- a. Comply with the legal parameters of practice for the HCA role
 - b. Collaborate with other members of the health care team
 - c. Use appropriate lines of communication
 - d. Demonstrate dependability, reliability, honesty, and integrity
 - e. 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
- a. Wear safe and appropriate clothing, including identification
 - b. Observe the environment prior to commencing care
 - c. Adjust the environment, as appropriate, to ensure safety and promote efficiency
 - d. Organize time and equipment for safety and efficiency
 - e. Adhere to the principles of body mechanics
 - f. Adhere to the principles of medical asepsis and infection-control practices

Course Materials - Required

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

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

Recommended Preparation / Information

Student Safety

In the event that more than 3 months elapses between the completion of lab skills coursework (HCA 161, HCA 162) and the start of practice education/clinical, students are required to retake

and receive a passing grade in lab coursework including being retested on their lab skills (i.e. in the cases of leaves of absence, part-time students, program re-entry, etc.).

Course Delivery Hours

ACTIVITY	HOURS / WEEK	# OF WEEKS	ACTIVITY HOURS
Lab			32.5
Lecture			35
		TOTAL HOURS:	67.5

Course Schedule, Topics, and Associated Preparation / Activity

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

Week or Date Range	Activity or Topic	Other Notes
Wk 1	Unit 1 Body Mechanics in the Home and Facility	1 class 2 hours theory/one hour lab
Wk 1	Unit 2 Asepsis	1 class 2 hours theory/one hour lab
Wk 2	Unit 3 Assisting with Ambulation	1 class 2 hours theory/one hour lab
Wk 2	Unit 4 Promoting Comfort, Sleep and Rest	1 class 90 mins theory/90 mins lab
Wk 3-5	Unit 5 Exam #1 & Assisting with Repositioning and Transfers	5 classes 7 hours theory/8 hours lab
Wk 5	Skill checks	1 class 3 hours LAB

Week or Date Range	Activity or Topic	Other Notes
Wk 5-7	Unit 6 Promoting Personal Hygiene	4 classes 4 hours theory/8 hours lab
Wk 7	Unit 7 Exam #2 & Promoting Healthy Nutrition	1 class 3 hours theory
Wk 8	Skill checks	3 hours lab
Wk 8	Unit 8 Promoting Elimination Part 1	2 classes 3 hours theory/3 hours lab
Wk 9-11	Case Study Evaluations, Lab Practice and Retests	12 hours lab
Wk 11	Final Exam	1.5 hours theory

Evaluation of Learning: Weighted

DESCRIPTION	WEIGHTING
Exam 1	35%
Exam 2	35%
Exam 3	30%
Skill Checks	Constructive Feedback
Case Student Evaluations	Pass / Fail
TOTAL:	100%

NOTE: 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

Grade Reviews and Appeals

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 policy** for more information.

<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

The Centre for Accessible Learning (CAL) is part of Camosun’s Student Affairs unit. CAL coordinates academic accommodations and provides related programs and services to students with

documented disabilities.

Students who require academic accommodations are expected to request and arrange accommodations through CAL in a timely fashion. While we understand that not all accommodation needs are known to students at the beginning of a course, accommodations cannot be provided unless the proper process is followed through CAL and an accommodation letter has been released to the instructor. Students are responsible for providing CAL with the proper documentation prior to the beginning of a course.

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>

Please consult the CAL webpage for more information:

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

Artificial Intelligence: A Guide for Students

Generative Artificial Intelligence (GenAI) is an evolving technology that brings potential benefits but also substantial risks. While GenAI tools have the ability to transform how we work and learn, it is essential for the college community to adapt to these changes in a thoughtful and secure way.

When using GenAI tools, students should ensure proper citation and attribution guidelines are followed. This includes acknowledging AI assistance in reports, presentations, or any external communications. Clear citation helps build trust, ensures ethical use, and reduces the risk of misinformation or copyright issues.

For citation support visit the college's citation style guide.

<https://camosun.libguides.com/cite>

Artificial Intelligence: A Guide for Students

Visit the following website to learn about AI use in academic settings.

<https://camosun.libguides.com/artificialintelligence/home>

Course Guidelines & Expectations

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>

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

Students are required to read and are accountable for the College policies (outlined below) and practicum guidelines as described in the School of Health and Human Services (HHS) and program handbooks.

[HCA Program Handbook](#)

Clinical and Practice Placements in HHS

<https://camosun.ca/programs-courses/school-health-and-human-services/hhs-programs/practicums>

School of Health and Human Services (HHS)

<https://camosun.ca/programs-courses/school-health-and-human-services/information-health-and-human-services-students-1#top>

HHS Program Handbooks

<https://camosun.ca/programs-courses/school-health-and-human-services/information-health-and-human-services-students-1#program>

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.

College Policies

Academic Integrity

Students are expected to follow the college's [Academic Integrity policy](#), and be honest and ethical in all aspects of their studies. To help you understand these responsibilities review the online [Academic Integrity guide](#).

The college's [Academic Integrity policy and supporting documents](#) detail the process for addressing and resolving matters of academic misconduct.

Academic Accommodations for Students with Disabilities

If you have a documented disability and need accommodations contact the Centre for Accessible Learning (CAL). CAL will arrange the appropriate academic accommodations so you can participate in all academic activities. Visit the [CAL website](#) for more information

Academic Progress

The [Academic Progress policy](#) details how the college monitors students' academic progress and what steps are taken if a student is at risk of not meeting the college's academic progress standards.

Acceptable Technology Use

The [Acceptable Technology Use](#) policy outlines how students are expected to use college technology resources, this includes using your own devices on the college's network. The use of the college resources in a way that violates a person's right to study in an environment free of discrimination, harassment or sexual violation is prohibited.

Course Withdrawals Policy

For details about course withdrawal see the [Course Withdrawals policy](#). Be aware of the [deadlines for fees, course drop dates, and tuition refunds](#).

Grading Policy

To learn more about grading see the [Grading Policy](#).

Grade Review and Appeals

The process to request a review of grades is outlined in the [Grade Review and Appeals policy](#).

Medical / Compassionate Withdrawals

If you have experienced a serious health or personal issue, you may be eligible for a [medical/compassionate withdrawal](#). The [Medical / Compassionate Withdrawal Request form](#)

outlines what is required.

Sexual Violence

If you have experienced sexual violence on or off campus, you can get support from the Office of Student Support. The Office of Student Support is a safe and private place to talk about what supports are available and your options for next steps. Visit the [sexual violence support and education site](#) to learn more or email oss@camosun.ca or phone: 250-370-3046 or 250-370-3841.

Student Misconduct (Non-Academic)

Camosun expects students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Review the [Student Misconduct Policy](#) to understand the college's expectations of conduct.

Looking for other policies? See [Camosun College Policies and Directives](#)

Services and Supports

Services are free and available to all students.

Academic Supports	Enrollment Supports
Centre for Accessible Learning	Academic Advising
English, Math and Science Help Centres	Financial Aid and Awards
Library	Registration
Writing Centre & Learning Skills	Tuition and Fees
Health and Wellness	Applied learning
Counseling	Co-operative Education and Career Services
Fitness and Recreation	Makerspace
Office of Student Support	

The [Centre for Indigenous Education Centre and Community Connections](#) provides cultural and academic supports for Indigenous students.

[Camosun International](#) provides supports to international students.

[The Ombudsperson](#) provides an impartial, independent service to ensure students are treated fairly. The service is a safe place for students to voice and clarify concerns and complaints.

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

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 the course content or schedule. When changes are necessary the instructor will give clear and timely notice.