



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

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

COURSE SYLLABUS

COURSE TITLE: HCA 162- Personal Care and Assistance 2
CLASS SECTION: X24F1
TERM: 2024F
COURSE CREDITS: 3 (52.5 hours)

INSTRUCTOR DETAILS

NAME: Sarah Chisholm and Leanne Robb
EMAIL: chisholms@camosun.ca or robbl@camosun.ca
OFFICE: CHW 317
HOURS: Tuesday 3-4 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 practical course builds on skills learned in HCA 161 and offers students the opportunity to acquire 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 caregiver skills that maintain and promote the comfort, safety, and independence of clients in community and facility contexts.

PREREQUISITE(S): All of: COM in HCA 171
CO-REQUISITE(S): n/a
PRE OR CO-REQUISITE(S): n/a

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.
- 1.7 Use aids to promote comfort, relaxation, and sleep.
- 1.8 Take and record vital signs accurately (temperature, pulse, respirations).
- 1.9 Assist the client with eating and drinking.
- 1.10 Assist the client with medication as per the client's care plan. (HCAs are not permitted to administer medication by any method without regulated health professional authorization).
- 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.

Date Range	ACTIVITY or TOPIC	OTHER NOTES
Week 14 December 3-5	Mechanical Transfers, Overhead Lifts	
Week 15 December 10-12	Promoting Urinary/Bowel Elimination	

Date Range	ACTIVITY or TOPIC	OTHER NOTES
Week 16 December 17-19	Home Management, Exam 1 & Practice Lab, Skills Check	
This course continues into Summer term (May 6-31) as outlined below		
Week 18 January 7-10	Medications	
Week 19 January 13-17	Vital Signs/Heat & Cold, Problem Solving in Care, Footcare, Practice Lab	
Week 20 January 21-23	Case Studies	
Week 21 January 28-30	Re-tests & 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 noticed 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

Students must obtain a minimum of 70% in to be successful in this course.

DESCRIPTION	WEIGHTING
Post Unit Quizzes	20%
Exam 1	40%
Exam 2	40%
Case Studies	COM/NC
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>

Please see <https://camosun.ca/sites/default/files/2021-05/e-1.5.pdf> for information on the Standard Grading System, and the Competency-Based Grading System!

COURSE GUIDELINES & EXPECTATIONS

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.

In Class Assignments and 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 Manual (Section 5.4);
<https://legacy.camosun.ca/learn/school/health-human-services/student-info/index.html>

Written Assignments:

Assignments are due before 2400 hours (midnight) on the assigned day unless otherwise specified. Assignments about patients, residents, or clients must be completed using the individual's initials only. Unless otherwise specified. 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. All assignments must be submitted to be successful in HCA 162.

SCHOOL OR DEPARTMENTAL INFORMATION

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>

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.