



Course Syllabus

Course title: Personal Care and Assistance 2

Class section: HCA - 162 - X24F2

Term: 2025W

Course credits: 3

Total hours: 52.5

Delivery method: In-Person

Territorial Acknowledgement

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

Instructor Details

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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:: Wednesdays from 11:20 - 11:50 am plus by appointment

Room # 317

Course Description

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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.

Prerequisites:

All of:

- COM in HCA 171

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 interventions specific to bowel elimination
 - b. Encourage independence of the client as much as possible
 - c. Maintain client privacy and dignity
 - d. Assist the client with movement including mechanical lifts
 - e. Take and record vital signs accurately (temperature, pulse, respirations)

- f. 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)
- 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. Use appropriate health care team members as resources to augment one's own problem-solving and decision-making
 - e. Follow the care plan for each client
 - f. Conduct caregiving or assisting activities
 - g. Reflect on and evaluate effectiveness of care or assistance
 - h. Carry out recording requirements
 - i. 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
 - 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
 - g. Recognize and make wise choices in situations of potential risk to self or others
 - h. Exhibit flexible and adaptable behaviour in a variety of contexts
 - i. Recognize and respond appropriately to emergency situations

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			27.5
Lecture			25
		TOTAL HOURS:	52.5

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 26-27	Unit 1 & 2: Mechanical Transfers & Overhead Lifts	
Wk 28	Unit 3: Home Management	

Week or Date Range	Activity or Topic	Other Notes
Wk 29-30	Unit 4: Promoting Urinary / Bowel Elimination Part 2	
Wk 31	Exam 1 and Practice Lab	
Wk 32 Wk 33 - 35	Skill Checks Unit 5: Medication Assistance	
Wk 36	Unit 6: Vital Signs, Heat/Cold, Oxygen	
Wk 37	Unit 7: Problem Solving in Care	
Wk 38	Unit 8: Footcare	
Wk 39	Practice Lab	
Wk 40	Case Study Evaluations	
Wk 41	Case Study Retests	
Wk 42	Final Exam	

Evaluation of Learning: Weighted

DESCRIPTION	WEIGHTING
Post Unit Quizzes	20%
Exam 1	40%
Exam 2	40%
Skill Checks	Constructive Feedback
Case Study 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 162: Personal Care 2

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 noticed 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	
Fitness and Recreation	Co-operative Education and Career Services
Office of Student Support	Makerspace

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.