



CAMOSUN COLLEGE
School of Health & Human Services
Continuing Care Department

Health Care Assistant
HCA 162 – Personal Care Skills 1
Fall 2015

COURSE OUTLINE

Ω Please note: This outline will not be kept indefinitely. It is recommended students keep this outline for their records, especially to assist in transfer credit to post-secondary institutions.

The calendar description is available on the web @

<http://camosun.ca/learn/calendar/current/web/hca.html>

1. Course Description

This course builds on skills learned in HCA 161 and offers students the opportunity to acquire advanced personal care skills within the parameters of the Health Care Assistant role. This 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 and community contexts.

1. Instructor Information

- (a) Instructor _____
- (b) Office hours _____
- (c) Location _____
- (d) Phone _____ **Alternative:** _____
- (e) E-mail _____
- (f) Website _____

2. Intended Learning Outcomes

(If any changes are made to this part, then the Approved Course Description must also be changed and sent through the approval process.)

Upon successful completion of this course, you will be able to:

1. Perform personal care skills in an organized manner ensuring the comfort and appropriate independence of the client/resident

- Organize and implement care according to client/resident needs
- Encourage independence of the client/resident as much as possible
- Encourage client/resident communication and engagement during personal care
- Maintain client/resident privacy and dignity
- Assist the client/resident with personal hygiene and grooming
- Assist the client/resident with movement and ambulation
- Use aids to promote comfort, relaxation and sleep
- Take and record vital signs accurately
- Prepare simple, nutritious meals that are in keeping with the preferences of the client

- Assist the client/resident with medication
- Provide specialized, sensitive care for the dying client/resident in line with palliative care principles

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

- Assess the client/resident and situation
- Observe changes in the client/resident's health status
- Set priorities or make adjustments to the care process based on client/ resident requirements
- Identify priorities for care within the care plan
- Utilize appropriate health team members as resources to augment one's own problem-solving and decision-making
- Follow the care plan for each client/resident
- Conduct care-giving or assisting activities
- Reflect on and evaluate effectiveness of care or assistance
- Carry out recording requirements
- Utilize creativity when required to adapt care and assistance to a variety of contexts

3. Provide basic personal care and assistance within the parameters of the Health Care Assistant role

- Comply with legal parameters of practice for Health Care Assistant roles
- Collaborate with other members of the health team
- Use appropriate lines of communication
- Demonstrate dependability, reliability, honesty and integrity
- Adhere to the client's/resident's care plan
- Abide by principles, procedures and legal implications involved in the application of Personal Assistance Guidelines

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

- Wear safe and appropriate clothing, including identification
- Assess the environment prior to commencing care
- Adjust the environment, as appropriate, to ensure safety and to promote efficiency
- Organize time and equipment for safety and efficiency
- Base choices and actions on a sound knowledge of asepsis and body mechanics
- Adhere to infection control practices
- Recognize and make wise choices in situations of potential risk to self or others
- Exhibit flexible and adaptable behaviour in a variety of contexts

3. Required Materials

(a) Texts

HCA 110 STUDENT LEARNING GUIDE: Health & Healing
 Mosby's Canadian Textbook for Support Worker
 Integrating a Palliative Approach: Essentials for Personal Support Workers

4. Course Content and Schedule

(Can include: Class hours, Lab hours, Out of Class Requirements and/or Dates for quizzes, exams, lecture, labs, seminars, practicums, etc.)

Course Activity

- Lecture (Direct Instruction)**
- Seminar (Direct Instruction)**
- Lab /Collaborative Learning**
- Supervised Field Practice**
- Workplace Integrated Learning** (*Coop, Internship, etc.*)
- Other***(*please note*):

Hours / Week	Instruction – No of Weeks (Q=11; S=14; "P or S" = 7)	Assessment – No of Weeks <i>Select 1 or 0 only.</i>
25	8	1
27.5	8	1

Notation on Course Activity and Hours (if applicable):

Problem-solving when carrying out care-giving procedures

- Planning and implementing care based on the person’s needs, the established care plan and facility/agency policies
- Assessing the client/resident and the situation prior to commencing care
- Identifying unsafe environments or situations
- Seeking assistance if necessary in order to maintain the safety of the client/resident and/or the care provider
- Organizing equipment and supplies in order to efficiently complete tasks
- Checking equipment for safety and functionality
- Reporting equipment malfunction
- Performing the procedure(s)
- Maintaining client/resident privacy and dignity
- Encouraging independence and self-care as much as possible
- Cleaning equipment after use and returning to appropriate place
- Tidying the resident/client’s environment
- Evaluating effectiveness of the procedure
- Reporting and recording actions, results and observations

Asepsis and Prevention of Infection

- Standard and routine precautions
- Hand Washing
- Gloving
- Isolation Precautions

Promoting comfort and rest

- Admitting a person 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
- AM and HS care
- Back massage and skin care
- Using pressure relieving devices

Moving, positioning and transferring a client/resident

- Body mechanics in the home and facility
- Turning a person in bed
- Using positioning devices
- Assisting with transferring and moving a person in a hospital bed and a regular bed
- Transferring a person to a stretcher
- Moving a person to the side of a bed and assisting him/her to sit
- Transferring a person from bed to chair or wheelchair and back
- Transferring a person from a wheelchair to a bath chair or toilet
- Using mechanical lifts including ceiling lifts
- Assisting the individual to use a walker safely
- Cleaning of equipment (in the home)

Bed making

- 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 seat
- Assisting with wheelchairs
- Dealing with falls

Promoting healthy nutrition and fluid intake

- Preparing simple, nutritionally sound meals (in the home)
- Practicing safe food handling and storage
- Using food preparation equipment
- Serving meals in ways that encourage normalizing interactions
- Assisting clients/residents with eating and drinking
- Utilizing safe eating assistance techniques with individuals who are experiencing difficulty biting, chewing and/or swallowing
- Cleaning equipment, dishes, and utensils after use
- Observing and recording intake and output

Promoting urinary and bowel elimination

- Using bedpans and urinals
- Toileting techniques
- Using commodes
- Assisting the person with urinary and bowel incontinence
- Using urinary incontinence products
- Assisting the person with condom catheter drainage
- Assisting the person with an established catheter
- Emptying drainage bags

- Collecting urine specimens
- Factors affecting bowel elimination
- Assisting with bowel training
- Administering enemas and suppositories
- Assisting the person with an established ostomy
- Collecting stool specimens

Measuring vital signs

- Measuring height and weight
- Measuring body temperature
- Monitoring pulse and respirations
- Being familiar with differing types of equipment
- Reporting and recording vital signs

Heat and cold applications

- Knowing policies and procedures of facility/agency
- Administering cold packs under supervision of RN

Assisting with oxygen needs

- Safe use of oxygen
- Recognizing oxygen concentrators, tanks (compressed O₂) and liquid O₂
- Dealing with oxygen tubing

Assisting with Medications

- Assisting vs. Administering in relation to parameters of practice
- Roles and responsibilities, legal implications of actions
- Observing resident/client for untoward effects (i.e. recognizing what is not normal and reporting it).
- General types of medications (capsules, tablets, ointments, suppositories, liquids, drops)
- Common abbreviations used with medications
- Label reading
- Critical “rights” of assisting with medications
- Individual’s right to refuse medication
- Assisting with pre-packaged, pre-measured oral medications
- Assisting with oral, eye and transdermal medications
- Assisting with metered dose inhalers
- Assisting with topical application of ointments
- Documentation

Home management

- Application of agency policies and procedures
- Assessing the home for safety risks (for client and caregiver)
- Fire hazards and safety precautions
- Applying principles of asepsis, safety, and organization when:
 - Cleaning kitchens
 - Cleaning bathrooms
 - Cleaning other parts of a home
- Care and handling of laundry (including body substance protection)
- Properly disposing of incontinence products
- Using common cleaning agents (application of WHIMS)

- Using appliances and equipment safely
- Using body mechanics in a home environment
- Dealing with emergencies in the home

Personal Assistance Guidelines

- Current Personal Assistance Guidelines of the Health Authority of the region
- Procedures that are designated as delegated or assignable tasks in respect to Health Care Assistant (Community Health Worker/Home Support Worker) practice
- Assignable tasks for clients/residents who can direct own care
- Delegated tasks for clients/residents who can direct own care
- Delegated tasks for clients/residents unable to direct own care
- Legal implications involved in performance
- Healthcare professionals responsible for assigning and delegating tasks
- Principles and rationale underlying safe and efficient performance of delegated or assigned tasks
- Basic procedures involved in the safe, efficient performance of these tasks
- Community resources and supports

5. Basis of Student Assessment (Weighting)

(Should be directly linked to learning outcomes.)

NOTE: As with all courses in the Health Care Assistant program, you are required to achieve a minimum grade of 70% (B-) in HCA 162 Personal Care Skills 2 in order to successfully pass the course.

You must also successfully complete all case study and skill check requirements.

- (a) Assignments
- (b) Quizzes
- (c) Exams
- (d) Other (e.g. Project, Attendance, Group Work)

QUIZ #1 (40%)

QUIZ #2 (60%)

SKILL CHECKS

CASE STUDIES (Pass/Fail)

NOTE: If you score between 60-69% you will have an opportunity to re-demonstrate a different Case Study which will be adjudicated by an instructor. You must have successfully completed the Case Study prior to moving into the final (150 hour) Complex Care clinical experience.

6. Grading System

(If any changes are made to this part, then the Approved Course description must also be changed and sent through the approval process.)

(Mark with "X" in box below to show appropriate approved grading system – see last page of this template.)

Standard Grading System (GPA)

Competency Based Grading System

7. Recommended Materials or Services to Assist Students to Succeed Throughout the Course

LEARNING SUPPORT AND SERVICES FOR STUDENTS

There are a variety of services available for students to assist them throughout their learning. This information is available in the College Calendar, Student Services or the College web site at <http://www.camosun.bc.ca>

STUDENT CONDUCT POLICY

There is a Student Conduct Policy. It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, Registration, and on the College web site in the Policy Section.

<http://www.camosun.bc.ca/policies/policies.html>

A. GRADING SYSTEMS <http://www.camosun.bc.ca/policies/policies.php>

The following two grading systems are used at Camosun College:

1. Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D		1
0-49	F	Minimum level has not been achieved.	0

2. Competency Based Grading System (Non GPA)

This grading system is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes

Grade	Description
COM	The student has met the goals, criteria, or competencies established for this course, practicum or field placement.
DST	The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.
NC	The student has not met the goals, criteria or competencies established for this course, practicum or field placement.

B. Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy at <http://www.camosun.bc.ca/policies/E-1.5.pdf> for information on conversion to final grades, and for additional information on student record and transcript notations.

Temporary Grade	Description
I	<i>Incomplete:</i> A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.
IP	<i>In progress:</i> A temporary grade assigned for courses that are designed to have an anticipated enrollment that extends beyond one term. No more than two IP grades will be assigned for the same course.
CW	<i>Compulsory Withdrawal:</i> A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.