

	School of Health & Human Services Continuing Care Department Health Care Assistant Program Fall 2018
	HCA 161 Personal Care Skills 1 (67.5 hours)

COURSE OUTLINE

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.

Course Description:

This course offers students the opportunity to acquire basic personal care skills within the parameters of the HCA 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 long-term care facilities.

Pre-requisites: Admission to the Health Care Assistant Program

Co-requisites: Enrollment in the Health Care Assistant Program

Instructor Information:

(a)	Instructor:	Leanne Robb	
(b)	Office Hours:	0730-1530	
(c)	Location:	WT 209	
(d)	Phone:	250-370-3243	
(e)	Email:	robbl@camosun.bc.ca	

Intended Learning Outcomes:

Upon successful completion of this course, the learner will:

1. Perform basic personal care skills in an organized manner ensuring the comfort and appropriate independence of the client/resident
2. Apply an informed problem-solving process to the provision of care and assistance.
3. Provide basic personal care and assistance within the parameters of the HCA.

4. Providing basic care and assistance in ways that maintain safety for self and others in a long term care setting.

Required Materials:

- **Mosby's Canadian Textbook for the Support Worker**, 4th Canadian Edition (2018) by Sorrentino, Remmert & Wilk. Elsevier
- Additional course readings may be provided by the instructor at the onset of the course.

Course Content and Schedule:

Please see Semester Calendar for specific date

- Unit 1 Body Mechanics in the Home and Facility
- Unit 2 Asepsis
- Unit 3 Assisting with Ambulation
- Unit 4 Promoting Comfort, Sleep and Rest
Exam #1
- Unit 5 Assisting with Repositioning and Transfers
- Unit 6 Promoting Personal Hygiene
Exam #2
- Unit 7 Promoting Healthy Nutrition
- Unit 8 Promoting Urinary and Bowel Elimination Part 1
Case Studies
Exam #3

Evaluation Criteria:

Assignment	Percentage
Exam #1	35%
Exam #2	35%
Exam #3	30%
Skills Checks	Constructive Feedback
Case Studies	Pass/Fail

70% in total must be attained in course and Case Studies must be passed with a "PASS" in order to pass HCA 161

GRADING SYSTEM

Additional information regarding grading policies at Camosun College can be found at <http://www.camosun.bc.ca/policies/policies.php>

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

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 at

<http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf>

TEST 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 for Test and Examination Procedures at

<http://camosun.ca/learn/school/health-human-services/documents/HHS-Student-Handbook.pdf>

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 directed by individual course outlines, assignments must be: word processed, double spaced, 12 font, Times New Roman font, with a title page and a reference list.

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.