



# CAMOSUN COLLEGE

School of Health and Human Services (HHS)

Department: Continuing Care

HCA 162 Personal Care Skills 2

Fall 2018

## COURSE OUTLINE

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The course description is available on the web:  
<http://camosun.ca/learn/calendar/current/web/hca.html#hca162>

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.

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### 1. Instructor Information

- (a) **Instructor** Heather Frame  
Mon, Tues & Thurs 1130 – 1230 & 2:20 – 3:30 Wed 2:20 – 3:00
- (b) **Office hours** Fri 12:00 – 3:30
- (c) **Location** WT 208
- (d) **Phone** 250 – 270 – 3238 **Alternative:** [Click or tap here to enter text.](#)
- (e) **E-mail** FrameH@camosun.bc.ca
- (f) **Website** [Click or tap here to enter text.](#)

### 2. Course Description & Intended Learning Outcomes

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 HCA role. This course is comprised of class and supervised laboratory experience 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.

Upon successful completion of the course students will be able to:

- perform advanced personal care skills in an organized manner ensuring the comfort and appropriate independence of the client/resident.
- apply an informed problem-solving process to the provision of care and assistance.
- provide advanced personal care and assistance within the parameters of the HCA.
- provide care and assistance in ways that maintain safety for self and others in a variety of contexts.

### 3. Required Materials

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

#### 4. Course Content and Schedule

Please see Semester Calendar for specific date

- Unit 1 Mechanical Transfers
- Unit 2 Using Mechanical/Overhead Lifts  
Exam #1
- Unit 3 Home Management
- Unit 4 Promoting Urinary and Bowel Elimination Part 2
- Unit 5 Assisting with Medications
- Unit 6 Measuring Vital Signs
- Unit 7 Problem Solving in Care/Putting Skills into Practice
- Unit 8 Application of Heat and Cold, Foot Care and Oxygen  
Case Studies  
Exam #2

#### 5. Basis of Student Assessment (Weighting)

| Assignment    | Percentage            |
|---------------|-----------------------|
| Exam #1       | 40%                   |
| Exam #2       | 60%                   |
| 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 162**

#### 6. Grading System

- Standard Grading System (GPA)
- Competency Based Grading System

#### 7. Recommended Materials to Assist Students to Succeed Throughout the Course

[Click or tap here to enter text.](#)

#### 8. College Supports, Services and Policies

##### Immediate, Urgent, or Emergency Support



If you or someone you know requires immediate, urgent, or emergency support (e.g., illness, injury, thoughts of suicide, sexual assault, etc.), **SEEK HELP**. Resource contacts:

<http://camosun.ca/about/mental-health/emergency.html> or  
<http://camosun.ca/services/sexual-violence/get-support.html#urgent>

##### College Services

Camosun offers a variety of health and academic support services, including counselling, dental, centre for accessibility, help centre, learning skills, sexual violence support & education, library, and writing centre. For more information on each of these services, visit Student Services at <http://camosun.ca/services/>

### College Policies

Policies are available on the College website at <http://camosun.ca/about/policies/>

Camosun strives to provide clear, transparent, and easily accessible policies that exemplify the college's commitment to life-changing learning. It is the student's responsibility to become familiar with the content of College policies.

Education and academic policies include, but are not limited to, [Academic Progress](#), [Admission](#), [Course Withdrawals](#), [Student Appeals](#), Medical/Compassionate Withdrawal, Sexual Violence and Misconduct, Student Ancillary Fees, and Student Penalties and Fines.

### 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 website.

## A. GRADING SYSTEMS

<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf#page=2>

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#page=4> 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. |

### 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/2017HHSStudentHandbookSEPTEMBER2017\\_2.pdf](http://camosun.ca/learn/school/health-human-services/documents/2017HHSStudentHandbookSEPTEMBER2017_2.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.