CAMOSUN COLLEGE
School of Health and Human Services (HHS)
Department: Continuing Care

HCA 161 Personal Care Skills 1
Fall 2019

COURSE OUTLINE

The course description is available on the web:
http://camosun.ca/learn/calendar/current/web/hca.html#hca161

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.*

1. Instructor Information

(a) **Instructor**   Leanne Robb & Bethan Samaroo

(b) **Office hours**   Click or tap here to enter text.

(c) **Location**   Click or tap here to enter text.

(d) **Phone**   **Alternative:**   Click or tap here to enter text.

(e) **E-mail**

(f) **Website**   www.camosun.ca

2. Course Description & Intended Learning Outcomes

This course offers students the opportunity to acquire basic personal care skills within the par.imeters 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.

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

a) perform basic personal care skills in an organized manner ensuring the comfort and appropriate independence of the clienUresident.
b) apply an informed problem-solving process to the provision of care and assistance.
c) provide basic personal care and assistance within the parameters of the HCA.
d) provide basic care and assistance in ways that maintain safety for self and others in a long term care setting.

3. 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.

4. 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

5. Basis of Student Assessment (Weighting)

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

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.

6. Grading System

☒ Standard Grading System (GPA)

☐ Competency Based Grading System

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

Lab Practice

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://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/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	*Incomplete*: 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	*In progress*: 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	*Compulsory Withdrawal*: 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.