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

HCA 120 Introduction to Practice
Fall 2020

COURSE OUTLINE

The course description is available on the web:
http://camosun.ca/learn/calendar/current/web/hca.html#hca120

Camosun College will continue to follow the guidance of the Provincial Health Officer, the B.C. Government and WorkSafeBC, and as such may revise the delivery of courses. Courses with an approved face-to-face component may need to move to online or remote delivery if necessary.

The COVID-19 pandemic has presented many challenges, and Camosun College is committed to helping you safely complete your education. Following guidelines from the Provincial Health Officer, WorkSafeBC and the BC Government to ensure the health and wellbeing of students and employees, Camosun College is providing you with every possible protection to keep you safe including COVID Training for students and employees, health checks, infection control protocols including sanitization of spaces, PPE and ensuring physical distancing. Please refer to: http://camosun.ca/covid19/faq/covid-faqs-students.html
However, if you're at all uncomfortable being on campus, please share your concerns with your Instructor and if needed, alternatives will be discussed.

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
(b)	**Office hours**	By appointment and as posted on D2L
(c)	**Location**	CHW 317
(d)	**Phone**	250-370-4751
(e)	**E-mail**	robbl@camosun.bc.ca
(f)	**Website**	www.Camosun.ca

2. Course Description & Intended Learning Outcomes

This course provides an introduction to the role of the HCA within the BC Health Care System. Students will be introduced to the other healthcare team members. Students will also have opportunities to develop self-reflective skills required for competent practice and will be introduced to effective job-finding approaches.

Upon completion of this course, students will be able to:

a) display an understanding of the roles and responsibilities of HCA's within the health care system in British Columbia.
b) contribute to the effective functioning of the healthcare team.

c) function in a responsible, accountable fashion recognizing legal and ethical parameters of the HCA role.
d) apply self-reflection, and self-appraisal process in order to recognize and respond to own self-development needs as a care provider.
e) confidently conduct a job-search process.

3. Required Materials

- **Mosby's Canadian Textbook for the Support Worker**, 4th Canadian Edition (2018) by Sorrentino, Remmert & Wilk. Elsevier
- **Professionalism in Health Care: A Primer for Career Success**, 5th Edition (2017) by Marely, Austin & Kester. Pearson

4. Course Content and Schedule

Please see Semester Calendar for specific dates

Unit 1 – Workplace Setting and Contexts

Unit 2 – Teamwork in Health Care Settings

Unit 3 – Legal and Ethical Issues

Unit 4 – Professional Approaches to Practice

Unit 5 – Cover Letter, Resume Writing and Interviews

5. Basis of Student Assessment (Weighting)

Assignment/Percentage	Details
Exam 1 **35%** **May 11, 2020**	Will include all content from Units 1-5
Discussion Postings **10%**	You will post responses in D2L to scenario questions involving acute and community care.
Ethical Case Study **20%** **March 31, 2020**	In a group you will answer questions involving and ethical dilemma. Your group will then present your scenario and answers with the class.
Self-Reflective Practice Assignment **25%** **April 30, 2020**	In a written assignment you will be expected to describe the qualities and characteristics of an ideal care provider, focusing on how the ideal HCA works independently and collaboratively. You will then compare yourself to this ideal and create some self-development needs.
Resume and Cover Letter **10%** **May 7, 2020**	You will create a resume and cover letter based on the guidelines presented in class.

Students must achieve a minimum of 70% to pass HCA 120 Introduction to Practice.

6. Grading System

☒   Standard Grading System (GPA)

☐   Competency Based Grading System

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

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-	Minimum grade required to pass this course	4
65-69	C+		3
60-64	C		2
50-59	D		1
0-49	F		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.

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.