

	School of Health, Education, and Human Services
	HCA 140
	HEALING 3A – PERSONAL CARE & ASSISTANCE
	Fall, 2026 4 Credits
Course Outline	

INSTRUCTOR: Ariana Warner RN & Kelsey Watts RN

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CLASSROOM: A2714 PLUS A2706

Class Dates/Times: Tuesday: Sept 1-Oct 27 (0900-1600), Thursday, Nov 5 Lab Practice (0900-1600), Nov 10 & 12 Lab Testing (all day), Nov 17 Final Exam (1300-1600)

NO Classes during Fall Reading Week: Oct 12-16, 2026

Instructor Office Hours: Mondays 1200-1300

HEHS Office: A2501 Ayamdigut Campus hehs@yukonu.ca (668-8845)

COURSE DESCRIPTION

This practical course offers students the opportunity to acquire personal care and assistance skills within the parameters of the HCA role. The course is comprised of class and supervised laboratory experiences which assist the student to integrate theory from other courses to develop care-giver skills that maintain and promote the comfort, safety and independence of individuals in community and facility contexts. This course is the introduction to Personal Care and focuses on basic skills and knowledge.

COURSE REQUIREMENTS

Prerequisite(s): None

Corequisite(s): Full-time enrollment in HCA program unless special permission provided by HCA Coordinator

EQUIVALENCY OR TRANSFERABILITY

Transfers not formalized through BCCAT. Receiving institutions determine course transferability. Find further information at: <https://www.yukonu.ca/admissions/transfer-credit>

LEARNING OUTCOMES

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

- Perform 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 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.

COURSE FORMAT

Weekly breakdown of instructional hours

Classes are 6 hours long (full day) over 10-11 weeks. Class time for skills testing and the final written exam are also scheduled. It is expected that this course will require 2-4 hours of readings for each class. The time required will vary by individual.

Delivery format

This course will be delivered through face-to-face sessions on-campus in the Nursing Lab. Students will be required to adhere to public health guidelines. More information about the specific precautions will take place during the HCA orientation in August.

This course will integrate classroom theory with demonstration and practice of the skills to be learned. Students will learn concepts of personal care and will practice with other students in the lab to gain competence. Mini-lectures, readings, discussions, reflection, guest speakers, demonstrations, role-playing, and other appropriate learning experiences may be utilized. Students will be guided re: appropriate clothing for lab practice to ensure safety and comfort.

Students are expected to attend class and may be required to complete assignments and/or activities online or individually.

EVALUATION

Attendance	10 %
Practical Skills	35 %
Quizzes	20 %
Final Exam	35 %
Total	100%

Attendance & Participation

10%

This course is part of the HCA program which is experiential; therefore, attendance is essential. Attendance means being at class on time every day, prepared for the class and participating to the end of the class. If student cannot be at class, student must notify the instructor in advance and arrange to get the class notes and information from classmates. Students are responsible for the information and materials of every class. Participation includes active involvement in the activities of the classroom and completion of assignments, reading, quizzes, etc. Coming to class regularly, being on time, being prepared for the class, speaking up in class and handing in assignments when due will contribute greatly to student's success.

Practical Skills Evaluation: November 10th & 12th **35%**

Students will be presented with scenarios appropriate to the HCA role and will be expected to carry out the skills in a safe and competent manner in a reasonable time while integrating the knowledge and skills learned in all courses to date.

Quizzes: Various Dates TBD **20%**

Students will complete several quizzes throughout the course. There are NO re-writes for the quizzes

Final EXAM (written): November 17th, 2026 (1300-1600) **35%**

The final examination is cumulative. **Students must achieve = or > 75% to pass this exam.**

NOTE: if a student should fail the final exam a re-write/supplemental exam is **NOT guaranteed, but at the discretion of the instructor**

Other: **NO** Mid-term Exam

All evaluative components for this course are mandatory and must have a passing grade of minimum 50%

Missing or incomplete assignments will result in a course grade of 'Incomplete' or 'Fail' at discretion of the instructor based on overall course work completed

Late Assignments/Work: For every day an assignment **is late** (after assigned due date) **5%** will be deducted from the original paper grade.

- No assignment will be accepted more than one week (7 calendar days) following the due date unless arrangements are made with instructor of that specific course in advance of due date. Assignments not handed in one week after due date will receive a 0 (failing) grade.

COURSE WITHDRAWAL INFORMATION

Refer to the YukonU website for important dates

Thursday, November 5th is the last day to withdraw or change to audit from credit courses without academic penalty.

TEXTBOOKS & LEARNING MATERIALS

Wilk, M.J, Sorrentino, S.A. & Remmert, L.N. (2022). *Sorrentino's Canadian Textbook for the Support Worker* (5th ed.). Elsevier Inc.

Wilk, M.J., Sekhon, N. & Kelly, R. T. (2022) *Workbook to Accompany Sorrentino's Canadian Textbook for the Support Worker* (5th ed). Elsevier Inc.

Worksafe BC Back Talk. (2014) An Owner's Manual for Backs (downloaded on HCA 140 Moodle page)

ACADEMIC INTEGRITY

Students are expected to contribute toward a positive and supportive environment and are required to conduct themselves in a responsible manner. Academic misconduct includes all forms of academic dishonesty such as cheating, plagiarism, fabrication, fraud, deceit, using the work of others without their permission, aiding other students in committing academic offences, misrepresenting academic assignments prepared by others as one's own, or any other forms of academic dishonesty including falsification of any information on any Yukon University document.

Please refer to Academic Regulations & Procedures for further details about academic standing and student rights and responsibilities.

ACCESSIBILITY AND ACADEMIC ACCOMMODATION

Yukon University is committed to providing a positive, supportive, and barrier-free academic environment for all its students. Students experiencing barriers to full participation due to a visible or hidden disability (including hearing, vision, mobility, learning disability, mental health, chronic or temporary medical condition), should contact [Accessibility Services](#) for resources or to arrange academic accommodations: access@yukonu.ca.

TOPIC OUTLINE

Problem-solving when carrying out care-giving procedures

- 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 & PPE
- Isolation precautions
- Principles and practice of medical asepsis in facilities and community settings
- Current Issues in Infection Control & Dealing with "super bugs"

Promoting personal hygiene

- Oral hygiene.
- Bathing – bed bath, tub baths and showers.
- Providing perineal care.
- Assisting with grooming and dressing.
- a.m. and h.s. care.
- Back massage and skin care.

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.
- Assisting with ambulation.
- Dealing with falls.

Bed making

- Making a closed bed.
- Making an open bed.
- Making an occupied bed.

Promoting healthy nutrition and fluid intake

- 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.

Assistive Devices, Adaptive Devices, Prosthetic Devices

- Vision, Hearing Devices and Care of same
- ADL Devices, etc.

Indigenous Knowledge/Perspectives

- Culturally Safe Care:
 - Respecting indigenous healing practices and understanding the importance of these in caregiving
 - Trauma-informed approach with care: i.e. giving intimate care, such as perineal care
- Respectful, culturally appropriate communication with First Nations persons (in particular Elders). *This is also noted in other courses.*
- Incorporating the knowledge, wisdom and teachings of First Nations Elders, when appropriate, to help students understand care skills through a more culturally safe lens.