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## **Course Outline**

**INSTRUCTOR:** Ariana Warner, RN & Sean Hopkins RN Lab assist TBD

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**Classroom:** A2706 (Nursing Lab) AND A2714

**Class Dates/Times: Tuesdays:** January 6th – March 24th (0900 - 1600)

Practical Testing Tuesday March 3rd & Thursday March 5th (0900-1600)

Final Exam March 24th (1300-1600)

**Office hours for Instructor:** Wednesdays 1200-1300

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### **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 will extend the skills learned in HCA 140 to include more complex skills and knowledge.

### **COURSE REQUIREMENTS**

Prerequisite(s): Completion of HCA 140

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

### **EQUIVALENCY OR TRANSFERABILITY**

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

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 utilised.

Each full day class (0900-1600) will consist of ~3 hours of direct instruction and ~ 3 hours of practice time in lab. It is expected that this course will require 2-3 hours/week of homework, additional reading and practice (outside of lab). The time required will vary by individual.

### Delivery format

This course will be delivered through **face-to-face sessions on-campus**. Students will be required to adhere to public health guidelines. Zoom *may* serve as an alternative delivery format if needed but as this is a lab skills course, *only in extreme circumstances*.

## EVALUATION

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

## ASSESSMENTS:

All evaluative components for this course are mandatory and must be completed satisfactorily (minimum 50%) in order to receive a passing mark.

Missing or incomplete components will result in a course grade assessment of "Fail"

Course Evaluation methods include; written quizzes, exam, practice assessment and student self-assessment. Evaluation Criteria are summarized below:

### Attendance & Participation 10%

This is an experiential course including both theory and practical skills required for practice as an HCA. 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 you cannot be at class, you must notify the instructor in advance and you must arrange to get the class notes and information from your classmates. You are responsible for the information and materials of every class.

Participation includes your 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 your assignments when due will contribute greatly to your success. You will complete a self-assessment rubric regularly.

**Practical Skills Evaluation: March 3<sup>rd</sup> and 5<sup>th</sup>****35%**

Students will be presented with scenarios appropriate to the HCA role that include the knowledge and skills learned in HCA 140 & HCA 141. They 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): March 24, 2026 (1300-1600)****35%**

The final examination is cumulative. **Students must achieve => 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**

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

**COURSE WITHDRAWAL INFORMATION** (Refer to YU Website)

**March 5, 2026 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., N., 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 for Workers (downloaded on HCA 140 Moodle page)

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

Terminology reference online: <https://www.dmu.edu/medterms/>

**RELATED COURSE REQUIREMENTS**

It is highly recommended that all students have access to a computer or other device and reliable Internet to do their studies. The minimum specifications for a student device are as follows:

Requirement	Windows-based PC	Apple PC	Mac/macOS-based
Operating System	Windows 10		macOS X
Web Browser	Firefox, Edge or Google Chrome	Firefox, Edge or Google Chrome	
RAM/Memory	4 GB	4 GB	
Storage	5 GB of available space	5 GB of available space	

## **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](mailto:access@yukonu.ca).

## **TOPIC OUTLINE:**

### Promoting urinary and bowel elimination

- Using bedpans and urinals.
- Toileting techniques.
- Using commodes.
- Assisting the person with urinary and bowel incontinence.
- Using urinary incontinence products.
- Assisting the person with condom catheter drainage.
- Assisting the person with an established catheter.
- Emptying drainage bags.
- Collecting urine specimens.
- Factors affecting bowel elimination.
- Assisting with bowel training.
- Administering enemas and suppositories.
- Assisting the person with an established ostomy.
- Collecting stool specimens.

### Measuring vital signs

- Measuring height and weight.

- Measuring body temperature.
- Monitoring pulse and respirations.
- Being familiar with differing types of equipment.
- Reporting and recording vital signs

#### Promoting healthy nutrition and fluid intake

- Observing and recording intake and output.
- Preparing nutritionally sound meals (in the home)
- Involving the client in meal preparation in the home
- Preparing special diets in the home (from written instructions)

#### Heat and cold applications

- Knowing policies and procedures of facility/agency
- Administering cold packs under supervision of RN.

#### Assisting with oxygen needs

- Safe use of oxygen.
- Recognizing oxygen concentrators, tanks (compressed oxygen) and liquid oxygen.
- Dealing with oxygen tubing.

#### Assisting with Medications

- Assisting vs. Administering in relation to parameters of practice.
- Roles and responsibilities, legal implications of actions.
- Observing resident/client for untoward effects (i.e. recognizing what is not normal and reporting it).
- General types of medications (capsules, tablets, ointments, suppositories, liquids, drops).
- Common abbreviations used with medications.
- Label reading.
- Critical “rights” of assisting with medications.
- Individual’s right to refuse medication.
- Assisting with pre-packaged, pre-measured oral medications.
- Assisting with oral, eye and transdermal medications.
- Assisting with metered dose inhalers.
- Assisting with topical application of ointments.
- Documentation (further practice with).

#### Home management

- Application of agency policies and procedures
- Assessing the home for safety risks (for client and caregiver).
- Fire hazards and safety precautions.
- Applying principles of asepsis, safety, and organization when:

- Cleaning kitchens
- Cleaning bathrooms
- Cleaning other parts of a home
- Cleaning of equipment (in the home).
- Care and handling of laundry (including body substance protection)
- Properly disposing of incontinence products.
- Using common cleaning agents (application of WHIMS).
- Using appliances and equipment safely.
- Using body mechanics in a home environment.
- Dealing with emergencies in the home.

#### Personal Assistance Guidelines

- Current Personal Assistance Guidelines of the region.
- Procedures that are designated as delegated or assignable tasks in respect to HCA (HSW/NHA) practice.
- Assignable tasks for clients/residents who can direct own care.
- Delegated tasks for clients/residents who can direct own care.
- Delegated tasks for clients/residents unable to direct own care.
- Legal implications involved in performance.
- Healthcare professionals responsible for assigning and delegating tasks.
- Principles and rationale underlying safe and efficient performance of delegated or assigned tasks.
- Basic procedures involved in the safe, efficient performance of these tasks.
- Community resources and supports.
- Observing for infestations of vermin and appropriate actions to prevent spread in the Home

#### Care Planning

- Planning and implementing care based on the person's needs, the established care plan and facility/agency policies.

#### Skin Care

- Using pressure relieving devices.
- Pressure Ulcers
- Wounds

#### Promoting exercise and activity

- Bed rest.
- Assisting with walking devices – especially safe use of walkers with resting seat.
- Assisting with wheelchairs.

#### Promoting comfort and rest

- Admitting a person to a facility.
- Promoting comfort, rest and sleep.

Community Resources and Supports

Indigenous Knowledge/perspective:

- 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