



COURSE OUTLINE

HCA 141

**HEALING 3B – PERSONAL CARE & ASSISTANCE
4 CREDITS**

PREPARED BY: Kim Diamond RN, BScN, Instructor

DATE: November 6, 2020

APPROVED BY: Dr. Andrew Richardson, Dean, Applied Arts

DATE: Click or tap to enter a date

APPROVED BY SENATE: Click or tap to enter a date

RENEWED BY SENATE: Click or tap to enter a date



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HEALING 3B – PERSONAL CARE & ASSISTANCE

INSTRUCTOR: Susan Walton, RN

OFFICE HOURS: TBA

Lab Assist: TBD

OFFICE LOCATION: n/a

CLASSROOM: A 2706 Nursing Lab (face to face)

E-MAIL: swalton@yukonu.ca

TELEPHONE: TBA

DATES & TIMES: Tuesdays & Thursdays & Friday :

Tuesdays: Mar 16, 23, 30 /April 13, 20, 27

Thursdays: Mar 18 & 25 / April 1, 15, 22

Friday: April 23

Final Exam; April 30 (0900-1200)

No Classes the week of February 22-26

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.

PREREQUISITES

Admission to the HCA Program and successful completion of HCA 140

RELATED COURSE REQUIREMENTS

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

Requirement	Windows-based PC	Apple Mac/macOS-based PC
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

EQUIVALENCY OR TRANSFERABILITY

Transfers pending through BCCAT

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.

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.

Assignments:

Practical Skills Evaluation: Dates TBD **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 **15%**

Students will complete several quizzes (~ 10) throughout the course. There are NO re-writes for the quizzes.

Final EXAM (written): April 30, 2020 (0900-1200) **40%**

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

NOTE: *There is NO re-write/supplemental written exam.*

EVALUATION

Assignments	10%
Practical Skills	35%

Quizzes	15%
Final Exam	40%
Total	100%

REQUIRED TEXTBOOKS AND MATERIALS

- Sorrentino, S; Remmert, L & Wilk, J (2018) Mosby's Canadian textbook for the support worker. 4th ed. Elsevier, Toronto.
- Worksafe BC [Back Talk](#). An Owner's Manual for Backs
- Worksafe BC [Home and Community Health Worker Handbook](#). (See PDF on HCA Program Moodle Page under Practicum folder)
- Terminology reference online: <https://www.dmu.edu/medterms/>

ACADEMIC AND STUDENT CONDUCT

Information on academic standing and student rights and responsibilities can be found in the current Academic Regulations that are posted on the Student Services/ Admissions & Registration web page.

PLAGIARISM

Plagiarism is a serious academic offence. Plagiarism occurs when a student submits work for credit that includes the words, ideas, or data of others, without citing the source from which the material is taken. Plagiarism can be the deliberate use of a whole piece of work, but more frequently it occurs when students fail to acknowledge and document sources from which they have taken material according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Students may use sources which are public domain or licensed under Creative Commons; however, academic documentation standards must still be followed. Except with explicit permission of the instructor, resubmitting work which has previously received credit is also considered plagiarism. Students who plagiarize material for assignments will receive a mark of zero (F) on the assignment and may fail the course. Plagiarism may also result in dismissal from a program of study or the University.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon University recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, to graduate from ANY Yukon University program, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukonu.ca/yfnccr.

ACADEMIC ACCOMMODATION

Reasonable accommodations are available for students requiring an academic accommodation to fully participate in this class. These accommodations are available for students with a documented disability, chronic condition or any other grounds specified in section 8.0 of the Yukon University Academic Regulations (available on the Yukon University website). It is the student's responsibility to seek these accommodations. If a student requires an academic accommodation, they should contact the Learning Assistance Centre (LAC): lac@yukonu.ca.

INSTRUCTIONAL REQUIREMENTS:

This course will be taught by a Registered Nurse with knowledge & experience in both education and the content area. Other qualifications may be considered.

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 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).

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 ambulation.
- Assisting with walking devices - especially safe use of walkers with resting seat.
- Assisting with wheelchairs.
- Dealing with falls.

Promoting comfort and rest

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

Community Resources and Supports