



ORIGINAL COURSE IMPLEMENTATION DATE: September 2011
 REVISED COURSE IMPLEMENTATION DATE: September 2024
 COURSE TO BE REVIEWED (six years after UEC approval): August 2030
 Course outline form version: 28/10/2022

OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

Course Code and Number: HCA 120		Number of Credits: 3 Course credit policy (105)													
Course Full Title: Personal Care and Assistance															
Course Short Title: Personal Care & Assistance															
Faculty: Faculty of Health Sciences		Department/School: School of Health Studies													
Calendar Description:															
<p>This practical course offers students the opportunity to acquire personal care and assistance skills within the parameters of the Health Care Assistant role. The course comprises class and supervised laboratory experiences, which assist the student to integrate theory from other courses to develop caregiver skills that maintain and promote the comfort, safety, and independence of individuals in community and facility contexts.</p> <p>Note: Field trips outside of class time will be required.</p>															
Prerequisites (or NONE):		Admission to the Health Care Assistant certificate.													
Corequisites (if applicable, or NONE):															
Pre/corequisites (if applicable, or NONE):															
Antirequisite Courses <i>(Cannot be taken for additional credit.)</i>		Course Details													
Former course code/number:		Special Topics course: No													
Cross-listed with:		<i>(If yes, the course will be offered under different letter designations representing different topics.)</i>													
Equivalent course(s):		Directed Study course: No													
<i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>		<i>(See policy 207 for more information.)</i>													
Typical Structure of Instructional Hours		Grading System: Credit/No Credit													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Lecture/seminar</td> <td style="text-align: center; padding: 2px;">22</td> </tr> <tr> <td style="padding: 2px;">Supervised laboratory hours (science lab)</td> <td style="text-align: center; padding: 2px;">88</td> </tr> <tr> <td style="padding: 2px;">Experiential (field trip)</td> <td style="text-align: center; padding: 2px;">10</td> </tr> <tr> <td style="padding: 2px;"> </td> <td style="padding: 2px;"> </td> </tr> <tr> <td style="padding: 2px;"> </td> <td style="padding: 2px;"> </td> </tr> <tr> <td style="text-align: right; padding: 2px;">Total hours</td> <td style="text-align: center; padding: 2px;">120</td> </tr> </table>		Lecture/seminar	22	Supervised laboratory hours (science lab)	88	Experiential (field trip)	10					Total hours	120	Delivery Mode: Face-to-face only	
Lecture/seminar	22														
Supervised laboratory hours (science lab)	88														
Experiential (field trip)	10														
Total hours	120														
		Expected frequency: Twice per year													
		Maximum enrolment (for information only): 36													
		Prior Learning Assessment and Recognition (PLAR)													
		PLAR is available for this course.													
Scheduled Laboratory Hours		Transfer Credit (See bctransferguide.ca .)													
Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		Transfer credit already exists: No													
		Submit outline for (re)articulation: No													
		<i>(If yes, fill in transfer credit form.)</i>													
Department approval		Date of meeting: January 15, 2024													
Faculty Council approval		Date of meeting: April 5, 2024													
Undergraduate Education Committee (UEC) approval		Date of meeting: August 29, 2024													

Learning Outcomes *(These should contribute to students' ability to meet program outcomes and thus Institutional Learning Outcomes.)*

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

1. Perform personal care skills in an organized manner ensuring comfort and appropriate independence of the client/resident.
2. Apply an informed problem-solving process to provision of care and assistance.
3. Provide personal care and assistance within the parameters of the Health Care Assistant role.
4. Provide care and assistance in ways that maintain safety for self and others, in a variety of contexts.

Recommended Evaluation Methods and Weighting *(Evaluation should align to learning outcomes.)*

Quizzes/tests:	40%	Lab work:	10%	%
Final exam:	50%		%	%

Details:

Personal care skill performance is satisfactory/unsatisfactory.

NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.

Typical Instructional Methods *(Guest lecturers, presentations, online instruction, field trips, etc.)*

Texts and Resource Materials *(Include online resources and Indigenous knowledge sources. [Open Educational Resources](#) (OER) should be included whenever possible. If more space is required, use the [Supplemental Texts and Resource Materials form](#).)*

Type	Author or description	Title and publication/access details	Year
1. Textbook	Sorrentino, S.A.	Mosby's Canadian textbook for the support worker (5th Canadian ed.). Toronto: Elsevier Mosby.	2022
2.			
3.			
4.			
5.			

Required Additional Supplies and Materials *(Software, hardware, tools, specialized clothing, etc.)***Course Content and Topics**

Problem-solving when carrying out caregiving procedures:

- Planning and implementing care based on the client's needs, the established care plan, and agency policies.
- Observing the client and the situation prior to commencing care.
- Identifying unsafe environments or situations.
- Establishing priorities for care with consideration to client acuity.
- Seeking assistance, if necessary, to maintain the safety of the client and the care provider.
- Organizing equipment and supplies to efficiently complete care activities.
- Checking equipment for safety and functionality.
- Reporting equipment malfunction. • Performing the procedure(s).
- Maintaining client privacy and dignity.
- Encouraging independence and self-care as much as possible.
- Cleaning equipment after use and returning to appropriate place.
- Tidying the client's environment.
- Evaluating effectiveness of the procedure and care.
- Reporting and recording actions, results, and observations.
- Responding appropriately to emergency situations.

Asepsis and prevention of infection:

- Microorganisms and the spread of infection.
- Principles and practice of medical asepsis.
- Routine practices.
- Hand washing.
- Gloving.
- Isolation precautions.
- Doffing and donning personal protective equipment (PPE).

Promoting comfort and rest:

- Admitting a client to a facility.

- Promoting comfort, rest, and sleep.

Promoting personal hygiene:

- Oral hygiene.
- Bathing — bed bath, tub baths, and showers.
- Providing perineal care.
- Assisting with grooming and dressing (e.g., hair care, shaving, changing clothing).
- Morning and evening care.
- Back massage and skin care.
- Using pressure relieving devices.

Moving, positioning, and transferring a client:

- Body mechanics.
- Turning and moving a client in a hospital or regular bed.
- Using positioning devices.
- Transferring a client to a stretcher.
- Moving a client to the side of a bed and assisting them to sit.
- Transferring a client from a bed to a chair or wheelchair and back.
- Transferring a client from a wheelchair to a bath chair or toilet.
- Using mechanical lifts including ceiling lifts.
- Cleaning of equipment.

Bedmaking:

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

Promoting exercise and activity:

- Bed rest.
- Assisting with ambulation.
- Assisting with walking devices, especially safe use of walkers with resting seats.
- Assisting with wheelchairs.
- Dealing with falls.

Assisting with dietary intake:

- Serving meals in ways that encourage normalizing interactions.
- Assisting clients with eating and drinking.
- Using appropriate techniques and strategies to safely assist individuals experiencing difficulty biting, chewing, or swallowing.
- Using adaptive utensils.
- Observing and recording intake and output.

Promoting urinary and bowel elimination:

- Using bedpans and urinals.
- Toileting techniques.
- Using commodes.
- Assisting the client with urinary and bowel incontinence.
- Using urinary incontinence products.
- Assisting the client with condom catheter drainage.
- Assisting the client with an established catheter (must have client-specific delegation from a regulated health professional to perform any restricted activities).
- Emptying drainage bags.
- Collecting urine specimens.
- Factors affecting bowel elimination.
- Assisting with bowel training.
- Administering enemas and suppositories (must have client-specific delegation from a regulated health professional to perform any restricted activities).
- Assisting the client with an established ostomy (must have client-specific delegation from a regulated health professional to perform any restricted activities).
- Collecting stool specimens.

Hand and foot care:

- After assessment of the client by a regulated health professional, HCAs may assist with hand and foot care tasks limited to:
 - Observing for any changes and reporting to the supervisor.
 - Nail clipping for clients without chronic diseases like diabetes without swollen feet, without compromised skin, or without compromised nail integrity.
 - Soaking, massaging, and applying lotion to hands and feet as per the care plan.

Compression stockings:

- After assessment of the client by a regulated health professional, HCAs may apply and remove compression stockings as per the care plan.
- Wash and dry stockings as per care plan.

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.

Heat and cold applications:

- Knowing policies and procedures of facility or agency.
- Theory of heat and cold applications.
- Safety considerations and checks.

Medications:

- Types of medications (capsules, tablets, ointments, suppositories, liquids, drops, inhalers).
- Common abbreviations used with medications.
- Critical "rights" of assisting with medications.
- Reading medication labels.
- Roles and responsibilities, legal implications of actions.
- Observing the client for unexpected effects (recognizing what is not normal for the client and reporting it).
- Individual's right to refuse medication.
- Documentation as required by the care plan.

Medication assistance:

- Reminding the client to take their medication.
- Reading the medication label to the client.
- Providing the medication container to the client.
- Opening blister packs or dosettes.
- Loosening or removing container lids.
- Recapping the device or closing the medication container or bottle.
- Placing the medication in the client's hand.
- Steadying the client's hand while the client places medications in their mouth or administers their own eye drops, nasal sprays, or other medication.
- Using an enabler (such as a medicine cup, spoon, or oral syringe) to assist the client in getting the medication into their mouth.
- Supervising clients during self-administration.
- Providing the client with water or other fluids for rinsing the client's mouth or to help them swallow medication.

Medication administration:

- Applying a transdermal patch.
- Administering prescription ear or eye drops.
- Inserting a rectal suppository or enema.
- Applying a prescription cream or ointment.

Assisting with oxygen needs:

- General precautions for the safe use of oxygen.
- Application and removal of nasal prongs.
- Dealing with oxygen tubing.
- Recognizing oxygen concentrators, tanks (compressed oxygen), and liquid oxygen.
- Turning on and off the nebulizer.

Home management:

- Applying agency policies and procedures.
- Observing the home for safety risks (for client and caregiver).
- Fire hazards and safety precautions.
- Maintaining safety and medical asepsis in the home setting.
- Using common cleaning agents, following Workplace Hazardous Materials Information Systems (WHMIS) plan.
- Using body mechanics in a home environment.
- Dealing with emergencies in the home.
- Community resources and supports.