



Health Care Assistant: Introduction to Practice – HCA 102

Health Care Assistant Program

Course Outline

COURSE IMPLEMENTATION DATE: September 2009
OUTLINE EFFECTIVE DATE: November 2021
COURSE OUTLINE REVIEW DATE: March 2026

GENERAL COURSE DESCRIPTION:

This course provides an introduction to the role of the HCA within the British Columbia health care system. Students are introduced to the health care team and the roles and functions of the HCA within the team. Students also have opportunities to develop self-reflective skills required for competent practice and will be introduced to effective job-finding approaches.

Program Information: This course is one of the seven courses offered in the first semester of the Health Care Assistant Program. Satisfactory completion of this course is required to progress into Semester 2 of the program.

Delivery: This course is delivered face to face and online (synchronous/asynchronous).

COTR Credits: 3

Hours for this course: 30 hours

Typical Structure of Instructional Hours:

| Instructional Activity | Duration |
|------------------------------------|-----------|
| Lecture Hours | 30 |
| Seminars / Tutorials | |
| Laboratory / Studio Hours | |
| Practicum / Field Experience Hours | |
| Other Contact Hours | |
| Total | 30 |

Practicum Hours (if applicable):

| Type of Practicum | Duration |
|------------------------|----------|
| On-the-job Experience | N/A |
| Formal Work Experience | N/A |
| Other | N/A |
| Total | |

Other Contact Hours

- Lecture hours may be offered online.

Course Outline Author or Contact:

Cheryl Mackie, RN, BN, MHScN

Signature

APPROVAL SIGNATURES:

Department Head
Sandi Hill
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Dean of Health and Human Services
Heather Hepworth
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Department Head Signature

Dean Signature

EDCO

Valid from: November 2021 – March 2026

Education Council Approval Date

COURSE PREREQUISITES AND TRANSFER CREDIT:

Prerequisites: None

Corequisites: HCA 101, HCA 103, HCA 104, HCA 105, HCA 106, HCA 107

Flexible Assessment (FA):

Credit can be awarded for this course through FA

Yes No

Transfer Credit: For transfer information within British Columbia, Alberta and other institutions, please visit <http://www.cotr.bc.ca/Transfer>.

Students should also contact an academic advisor at the institution where they want transfer credit.

Prior Course Number: N/A

Textbooks and Required Resources:

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date the following textbooks were in use:

Sorrentino, S.A., Remmert, L.& Wilk, M.J. (2018). *Mosby's Canadian Textbook for the Support Worker*. 4th Canadian Edition. Toronto, Canada: Elsevier

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Please see the instructor's syllabus or check COTR's online text calculator <http://go.cotr.bc.ca/tuition/tCalc.asp> for a complete list of the currently required textbooks.

LEARNING OUTCOMES:

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

- display an understanding of the roles and responsibilities of Health Care Assistants within the health care system in BC;
 - contribute to the effective functioning of the health care team;
 - apply self-reflection and self-appraisal processes in order to recognize and respond to own self-development needs as a care provider;
 - function in a responsible, accountable fashion recognizing legal and ethical parameters of the HCA role; and
 - confidently conduct a job-search process.
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COURSE TOPICS:

- Workplace Settings
- Teamwork in Health Care Settings
- Legal and Ethical Issues
- Professional Approaches to Practice
- Self-reflective Practice
- Employability Skills

See instructor's syllabus for the detailed outline of weekly readings, activities and assignments.

EVALUATION AND ASSESSMENT Face-to-Face:

| Assignments | % Of Total Grade |
|-------------|------------------|
| Assignments | 40% |
| Quizzes | 40% |
| Final Exam | <u>20%</u> |
| Total | 100% |

Please see the instructor's syllabus for specific classroom policies related to this course, such as details of evaluation, penalties for late assignments and use of electronic aids.

EXAM POLICY:

Students must attend all required scheduled exams that make up a final grade at the appointed time and place.

Individual instructors may accommodate for illness or personal crisis. Additional accommodation will not be made unless a written request is sent to and approved by the appropriate Department Head prior to the scheduled exam.

Any student who misses a scheduled exam without approval will be given a grade of "0" for the exam.

COURSE GRADE:

Course grades are assigned as follows:

| Grade | A+ | A | A- | B+ | B | B- | F |
|-------------------|------|-------|-------|-------|-------|-------|------|
| Mark (Percent) | ≥ 95 | 94-90 | 89-85 | 84-80 | 79-75 | 74-70 | < 70 |

ACADEMIC POLICIES:

See www.cotr.bc.ca/policies for general college policies related to course activities, including grade appeals, cheating and plagiarism.

COURSE CHANGES:

Information contained in course outlines is correct at the time of publication. Content of the courses is revised on an ongoing basis to ensure relevance to changing educational, employment and marketing needs. The instructor endeavours to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses.