



Healing 3: Personal Care and Assistance – HCA 107

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 practical course offers students the opportunity to acquire personal care and assistance skills within the parameters of the Health Care Assistant role. The course is comprised of class and supervised laboratory experiences. The aim of this course is to assist 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.

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 HCA 108 and HCA 109.

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

COTR Credits: 4

Hours for this course: 120 hours

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	
Seminars / Tutorials	
Laboratory / Studio Hours	120
Practicum / Field Experience Hours	
Supervised Practice Experience in Residential Care Hours	
Total	120

Practicum Hours (if applicable):

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

Course Outline Author or Contact:

Cheryl Mackie, RN, BN, MHScN

Signature

APPROVAL SIGNATURES:

Department Head
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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, 102, 103, 104, 105, 106

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.

Health Care Assistant Student Guide—*Healing 3: Personal Care and Assistance – HCA 107*

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

- perform personal care skills in an organized manner ensuring the comfort and appropriate independence of the client;
 - apply an informed problem-solving process to the provision of care and assistance;
 - provide personal care and assistance within the parameters of the Health Care Assistant role; and
 - provide care and assistance in ways that maintain safety for self and others in a variety of contexts.
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COURSE TOPICS:

- Problem Solving When Carrying Out Care-Giving Procedures
- Asepsis and Prevention of Infection
- Promoting Comfort and Rest
- Promoting Personal Hygiene
- Moving, Positioning and Transferring a Client
- Bed Making
- Promoting Exercise and Activity
- Promoting Healthy Nutrition and Fluid Intake
- Promoting Urinary and Bowel Elimination
- Measuring Vital Signs
- Heat and Cold Applications
- Assisting with Oxygen Needs
- Assisting with Medications for Clients Able to Direct Own Care
- Home Management
- Delegated Tasks

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

EVALUATION AND ASSESSMENT:

Assignments	% Of Total Grade
Assignment(s)	30%
Midterm Exam	30%
Final Exam	<u>40%</u>
Total	100%

To progress into Semester 2 of the HCA program, the student must have a passing grade (70% average) on assignments and exams, as well as a passing grade on the two case studies.

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:

COM	Completed to defined standard
NCG	No Credit Granted

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.