



School of Health Education & Human Services

HCA 141

Healing 3B: Personal Care

Term: Winter 2022

Number of Credits: 4

Course Outline

INSTRUCTOR: Susan Starks RN

Lab Assist: Sean Hopkins RN

E-MAIL: swalton@yukonu.ca

Class Dates/Times: Tuesdays; January 4- February 15 (0900-1600) Plus March 1 (0900-1200) Plus March 8 & 12 (0900-1600) Plus March 22 (1300-1600)

Room: A2706 & 2712

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): HCA 140

QUIVALENCY OR TRANSFERABILITY

Transfers not yet formalized through BCCAT, due to recent changes in BC Curriculum. Receiving institutions determine course transferability. Find further information at:

<https://www.yukonu.ca/admissions/transfer-credit>

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

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.

EVALUATION

| | |
|------------------|------|
| Assignments | 10% |
| Practical Skills | 35% |
| Quizzes | 15% |
| Final Exam | 40% |
| 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: 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): March 22, 2022 (1300-1600) **40%**

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

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

COURSE WITHDRAWAL INFORMATION

Refer to the Yukon U website for important dates. <https://www.yukonu.ca/admissions/important-dates>

Friday, March 11th is the last day to withdraw or change to audit from credit courses without academic penalty.

TEXTBOOKS & LEARNING MATERIALS

Wilk, M. J. (2022) Sorrentino's Canadian Textbook for the Support Worker 5th ed. Elsevier, Toronto

Wilk, M./Sekhon, N./Sorrentino, S./Remmert, L./Kelly, R. (2022) Workbook to Accompany Sorrentino's Canadian Textbook for the Support Worker 5th ed. Elsevier, Toronto

Worksafe BC Back Talk. An Owner's Manual for Backs ***OR Download online @***

<https://www.worksafebc.com/en/resources/health-safety/books-guides/back-talk-an-owners-manual-for-backs?lang=en>

Worksafe BC Home and Community Health Worker Handbook. (See PDF on HCA Program Moodle Page under Practicum folder)

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:

www.yukonu.ca

| 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 |

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.

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 by contacting the Learning Assistance Centre (LAC): LearningAssistanceCentre@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 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