

DEPARTMENT OF NURSING EDUCATION & HEALTH STUDIES

COURSE OUTLINE: Winter 2023

HC 1010: HCA Role and Responsibility - 3 (4-0-0) 45 Hours/12 Weeks

Northwestern Polytechnic respectfully acknowledges that we are located on Treaty 8 territory, the traditional homeland and gathering place for many diverse Indigenous peoples. We are honoured to be on the ancestral lands of the Cree, Dene/Beaver and Métis, whose histories, languages, and cultures continue to influence our vibrant community. We are grateful to have the opportunity to work, learn, and live on this land.

INSTRUCTOR:

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OFFICE HOURS: By appointment

CALENDAR DESCRIPTION:

During this course, you will focus on the role and responsibilities of a health care aide working in a variety of employment settings. The focus of this course is to share information that will result in safe, ethical, and respectful care based on the needs of the client. Care that meets these standards is known as person-centred care. To meet the goal of person-centred care, the health care aide must be familiar with the provincial legislation that guides safe, ethical, and personalized care. In addition, knowledge of how to work as part of a health-care team is essential, as is the ability to follow your employer's policy and procedures and your job description. The HCA is responsible for identifying, managing, and preventing potential environmental hazards in facilities and community-based settings and focusing on the client's safety as well as your own safety in different settings.

PREREQUISITE(S)COREQUISITE:

HC 1020, HC1030, HC 1040

DELIVERY MODE(S):

This course is delivered through 4 hr/week of lecture over 12 weeks and has 4 hours of lab components.

REQUIRED TEXTBOOKS

Alberta Government. (2018, April). *Alberta health care aide competency profile*. Retrieved November 9, 2021, from <https://open.alberta.ca/publications/9781460137253>

Wilk, M. (2022). *Sorrentino's Canadian clinical skills: Skills for personal support workers*. <https://evolve.elsevier.com>

Wilk, M. (2022). *Sorrentino's Canadian textbook for the support worker* (5th ed.). Elsevier Inc.

Wilk, M., & Sekhon, N. (2022). *Workbook to accompany Sorrentino's Canadian textbook for the support worker* (5th ed.). Elsevier Inc.

Post-secondary institutions may also want to supplement the curriculum with other resources. There are many open resources that have valuable information for developing learning activities

Note: Use only the video clips from *Sorrentino's Canadian Textbook for the Support Worker* series (except where indicated) that are referenced in the Learner Guide, as the video clips that are not referenced may have practices that are not taught in the HCA Curriculum.

RECOMMENDED TEXTBOOKS

Murray, L. (2014). *Integrating a Palliative Approach: Essentials for Personal Support Workers*. Saanichton, BC, Canada: Life and Death Matters.

ADDITIONAL HCA PROVINCIAL CURRICULUM COURSE RESOURCES

Nearly all of the courses in the HCA I Curriculum have “references” at the end of each module with direct links for resources that can be accessed by learners or instructors. It is not the role of this Instructor Guide to monitor the accessibility of the website links listed in the references for each course.

If instructors have the Internet available in the classroom, they may wish to link directly to some of the listed references. Learners who have access to the Internet may wish to do further research as a learning enhancement activity. For these learners, it is important that the “source” of the information be obtained.

College libraries have many resources and librarians who can possibly help with journal articles or appropriate audio-visual materials.

There are many federal and provincial government-sponsored websites with current information related to the services provided by HCAs:

- Health Canada
- Government of Alberta
- Alberta Health Services
- Alberta Seniors and Community Supports
- Alberta Continuing Care Association
- Food Safe Alberta

COURSE OBJECTIVES:

1. Examine the health care aide role, responsibilities, and competencies within Alberta and the Canadian health-care system and the applicable government legislation, standards, and employer policies and procedures that govern the health care aide profession.
2. Describe the concepts of person-centred care, holistic health, illness and disability, and the effects of determinants of health on individuals and communities.
3. Explain the health care aide role when delivering person-centred care (considering the client's needs, rights, preferences, and willingness to participate in care) across acute (including mental health) and continuing care (home care, long-term care, and supportive living) settings.
4. Examine the attitudes and behaviours that demonstrate professionalism and accountability of the

- health care aide's actions and apply health-care ethics within the role of the health care aide.
5. Recognize the importance of continuing competence through professional development such as continuing education and digital literacy using feedback and self-reflection to improve health care aide competencies.
 6. Examine the health care aide role and responsibilities when applying the person-centred care principles to enhance, advocate, and maintain quality of life of a client in a collaborative team environment.
 7. Describe the importance of the health care aide role, responsibilities, and skills within the collaborative care team and the care planning process in the health-care environment.
 8. Describe the environmental hazards, infection prevention and control principles, and hazard assessments in the health-care environment.
 9. Describe the strategies to promote client safety and prevent falls in acute and continuing care (home care, long-term care, and supportive living) settings.
 10. Demonstrate the principles of infection prevention and control and safe body mechanics using evidence-informed practices to promote personal and client safety.

LEARNING OUTCOMES:

1. Define and use terminology related to the role and responsibilities of the health care aide.
2. Examine health within the context of the Canadian health-care system.
3. Define the role, responsibilities, and unique contributions of the health care aide to the health of the clients across acute and continuing care (home care, long-term care, and supportive living) settings and various types of clients (patients, residents).
4. Examine accountability for your actions relating it to being a professional in the role of the health care aide.
5. Examine the importance of lifelong learning and continuing education within the role of the health care aide.
6. Describe the influence of the health care aide's self-confidence and caring behaviours towards others, and identify techniques to improve self-confidence and competence within the role of the health care aide.
7. Explain the importance of information technology related to the role of the health care aide.
8. Develop information technology skills-related information to the health care aide profession (e.g. continuing education, electronic health records, and work emails).
9. Explain how quality improvement programs are used in the workplace and how a health care aide can participate in the programs.
10. Describe the goal of the role of the health care aide, identifying the principles of compassionate care.
11. Explain the importance of helping relationship while working with clients and their families, and identify positive behaviours that can benefit the health care aide, client, and family.
12. Distinguish among race, culture, and ethnicity.
13. Examine health-care ethics within the role of the health care aide.
14. Describe the concept of psychosocial health and the factors that influence psychosocial health.
15. Apply the person-centred care approach to the role of the health care aide.
16. Define and use terminology related to legislation governing the health care aide role and responsibility.
17. Explain the purpose of the *Health Profession Act (HPA)* and the *Government Organizational Act (GOA)* and how they apply to the role of the health care aide.
18. Explain the purpose of the *Health Information Act (HIA)* and the *Freedom of Information and Privacy Act (FOIP)* and how they apply to the role of the health care aide.

19. Describe the purpose of the *Alberta Health Continuing Care Service Standards* and the impacts for continuing care.
20. Explain the purpose of the personal directive and how the *Alberta Personal Directive Act* impacts client care planning.
21. Describe the purpose of *Personal Information Protection and Electronic Documentation Act (PIPEDA)* and develop an awareness of problems related to using information technology.
22. Explain the *Protection for Persons in Care Act (PPCA)* and the health care aide's role and responsibilities related to this act.
23. Describe the purpose of the *Adult Guardianship and Trustee Act* and how it affects the health care aide role and responsibilities.
24. Explain consent, informed consent, and impaired capacity application to the health care aide role.
25. Explain the Mental Health Act and the health care aide role and responsibilities related to this act.
26. Describe the Canadian *Charter of Rights and Freedoms*.
27. Describe the importance of accurate observations, reporting, and recording of client changes as governed by Alberta health care legislation.
28. Define and use terminology related to functioning effectively as a team member.
29. Describe the importance of a collaborative team approach within the health-care system.
30. Describe the role and unique contributions of health-care team members.
31. Examine the benefits and challenges of working on a team in a facility and community-based settings.
32. Differentiate between direct supervision and indirect supervision and indicate who can assign tasks to a health care aide in a facility and community-based settings.
33. Examine the health care aide role and responsibility when assigned care by a regulated health-care professional.
34. Describe the function and process of the care plan in a facility and community-based settings and how a health care aide can contribute to the process.
35. Describe the unique contribution of the health care aide role to the person-centred care planning.
36. Examine time management, decision making, and problem-solving skills within the role of the health care aide.
37. Define and use terminology related to environmental safety.
38. Review the Occupational *Health and Safety Act* as it applies to the health care aide role.
39. Examine principles of environmental safety in facilities and community-based settings.
40. Identify the dangers of slips, trips, and falls in facility and community-based settings.
41. Examine infection prevention and control (IP&C) principles in facility and community-based settings.
42. Describe the role and responsibilities of the health care aide in preventing the spread of infection.
43. Examine the application of hazardous medication personal protective equipment in waste handling and medication assistance.
44. Describe evidence-informed practice principles for hand hygiene and personal protective equipment (PPE) and caring for supplies and equipment.
45. Define and use terminology related to client safety.
46. Describe the concept of client safety and identify factors that can increase the risk of accidental injury including falls among the elderly.
47. Describe the strategies to promote client safety, including the use of call bells and client identification.
48. Describe actions to take when a client falls in a facility and community-based settings.
49. Identify common causes of burns, poisoning, and suffocation of clients in a facility and community-based settings.
50. Describe strategies and actions to take when burns, poisoning, suffocation is encountered in a facility and community-based settings.

51. Describe the personal right to risk and the importance of managed risk agreements within the care plan.
52. Examine least restraint philosophy and how it applies to the role of the health care aide.
53. Demonstrate evidence-informed practice for the safe application of restraints.
54. Define and use terminology related to self-care and safety.
55. Examine the principles of body mechanics.
56. Examine personal safety and the impact on the HCA in the workplace.
57. Examine effects of fatigue and identify strategies to prevent fatigue.
58. Examine stress, burnout, and stress management and the impact of each on the HCA in the workplace and identify strategies to respond to workplace harassment.
59. Explore the impact of loss, grief, death, and dying on the HCA's physical, emotional, and mental health and how it contributes to burnout.
60. Explain the principles of body mechanics.

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.ca>.

EVALUATIONS:

Evaluation	Value	Date
Course Exam	70% or better (Pass/Fail)	
Completion of Lab Skills	Pass/Fail	

This course follows the Health Care Aide Provincial Curriculum Program Standards and Policies developed by the Government of Alberta.

LECTURES:

Attendance at all lectures is encouraged. Absence could jeopardize overall performance.

GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100	C+	2.3	67-69
A	4.0	85-89	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62

B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions.

Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability

COURSE SCHEDULE/TENTATIVE TIMELINE:

Refer to the HCA 1010 MyClass site for the course calendar and course schedule/tentative timeline.

Week	Topic
Week 1, 2, 3	Module 1: Role of the HCA
Week 4	Module 2: Legislation
Week 5, 6	Module 3: Functioning Effectively as a Team Member
Week 7	Reading Week
Week 8, 9	Module 4: Environmental Safety
Week 10, 11	Module 5: Client Safety
Week 12	Module 6: Self-Care & Safety

STUDENT RESPONSIBILITIES:

Refer to the College Policy on Student Rights and Responsibilities at:

www.gprc.ab.ca/d/STUDENTRESPONSIBILITIES

For policies related to clinical absences, immunizations, uniforms, and other clinical requirements please see the GPRC Department of Nursing Education & Health Studies Student Handbook on MyClass.

STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Calendar at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <https://www.gprc.ab.ca/about/administration/policies>

**Note: all Academic and Administrative policies are available on the same page.

Additional Information (Optional):