

## DEPARTMENT OF PRACTICAL NURSE AND HEALTH CARE AIDE

### COURSE OUTLINE – Fall 2024

#### HC 1010 A2: HCA Role and Responsibility

3 (3.4-0-0.42) 45 Hours for 12 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

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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:**

HC1020, HC1030, HC1040

**REQUIRED TEXT/RESOURCE MATERIALS:**

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* (5<sup>th</sup> ed.). Elsevier Inc.

**RECOMMENDED TEXTBOOKS**

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

**DELIVERY MODE(S):** Lecture and lab

**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.alberta.ca>.

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

## EVALUATIONS:

<u>Evaluation</u>	<u>Value</u>	<u>Date</u>
Final Exam	Pass/Fail (70% or better)	November 19 <sup>th</sup> , 2024 (Tentative)

Completion of Lab Skills	Pass/Fail	November 22 <sup>nd</sup> , 2024
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This course follows the Health Care Aide Provincial Curriculum Program Standards and Policies developed by the Government of Alberta.

### 1. Final Exam

The final exam includes all content covered in Weeks 1-11. It is a cumulative exam. Question format will be multiple choice questions only.

### 2. Completion of Lab Skills

A skills checklist is provided on D2L. All skills must be demonstrated and signed off by an instructor to receive a pass for this evaluation.

## GRADING CRITERIA:

### Pass/Fail Grading:

Alpha Grade	4-Point Equivalence	Percentage Conversion (unless otherwise specified in the Course Outline)	Descriptor
P	N/A	70-100	Pass
F	N/A	0-69	Fail

## COURSE SCHEDULE/TENTATIVE TIMELINE:

<u>Week</u>	<u>Topic</u>
Week 1 & 2	Module 1: Role of the HCA
Week 3	Module 2: Legislation
Week 4 & 5	Module 3: Functioning Effectively as a Team Member
Week 6 & 7	Module 4: Environmental Safety
Week 8	Module 5: Client Safety

Week 9 & 10	Module 6: Self-Care & Safety/ Review
Week 11	<i>Reading Week</i>
Week 12	Final Exam

**\*\* Tentative/Subject to change**

## STUDENT RESPONSIBILITIES:

For policies related to clinical absences, immunizations, uniforms, and other clinical requirements refer to the Health Care Aide handbook on MyClass or at [https://www.nwpolytech.ca/doc.php?d=HCA\\_HBK](https://www.nwpolytech.ca/doc.php?d=HCA_HBK)

## STATEMENT ON ACADEMIC MISCONDUCT:

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at <https://www.nwpolytech.ca/about/administration/policies/index.html>

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

## ADDITIONAL INFORMATION:

### LECTURES:

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

### LABS:

By the end of each lab, students are responsible to demonstrate beginning proficiency and competence with each of the skills offered in this course. Attendance at all labs is required and students are responsible to consult with the Lab Instructor to make up for missed labs. To develop proficiency and psychomotor expertise students are encouraged to practice at home or during regularly schedule practice labs.