

DEPARTMENT OF PRACTICAL NURSE AND HEALTH CARE AIDE

COURSE OUTLINE – Fall 2025

HC 1010 A2: HCA HCA Roles and Responsibilities- 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.

INSTRUCTOR: Cheyanne Richards

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OFFICE: HEC 356

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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(S):

HC1020, HC1030, HC1040

REQUIRED 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* (5th ed.). Elsevier Inc.

DELIVERY MODE(S): Hybrid - online coursework with in person labs and exams.

LEARNING OUTCOMES:

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.

TRANSFERABILITY:

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

** For courses with alpha (letter) grading, a 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.**

EVALUATIONS:

Evaluations	Value	Date
Final Exam	Pass/Fail (70% or higher)	Scheduled after week 12
Completion of Lab Skills	Pass/Fail	November 5 th , 2025

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 and 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
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COURSE SCHEDULE/TENTATIVE TIMELINE:

Module	Hours Per Module	Weeks
Module 1	Lecture - 8 hours	Weeks 1, 2, & 3
Module 2	Lecture – 3 hours	Week 3 & 4
Module 3	Lecture – 10 hours	Week 4, 5, 6, & 7
Module 4	Lab – 2 hours Lecture - 10 hours	Week 7, 8, & 9
Module 5	Lab – 1 hours Lecture – 3 hours	Week 10
Module 6	Lab – 2 hours Lecture – 6 hours	Week 10, 11, & 12

**** Tentative/Subject to change**

STUDENT RESPONSIBILITIES:

As a student at NWP, you have rights and responsibilities. It is your responsibility to be familiar with the information contained in this Course Outline and the HCA student handbook and to clarify any areas of concern with the instructor. It is also your responsibility to be familiar with NWP Policies. Please take the time to familiarize yourself with the policies that might impact you while you are here:

- NWP Department of Practical Nurse & Health Care Aide, [HCA Student Handbook](#)
- NWP Policies: <https://www.nwpolytech.ca/about/administration/policies/>

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 <https://www.nwpolytech.ca/about/polytechnic-leadership/policies-directory>.

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

Additional Information:

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 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.