

DEPARTMENT OF PRACTICAL NURSE AND HEALTH CARE AIDE

COURSE OUTLINE - Fall 2026

HC 1011 A2: Roles and Responsibilities of an HCA - 3 (3.75-0-0) 45 Hours in 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:	Erin Walsh	PHONE:	780 – 539 - 2771
OFFICE:	HEC 356	E-MAIL:	EWalsh@NWPolytech.ca
OFFICE HOURS:	By appointment		

CALENDAR DESCRIPTION:

This course provides learners with an introduction to the essential knowledge and skills to deliver safe and ethical person-centred care in various health care settings. It covers relevant legislation, regulations, guidelines, and standards related to the role and responsibilities of a health care aide (HCA). In addition, safety protocols and intervention strategies aimed at safeguarding both the client and the HCA will be explored. Learners will gain insights into effective collaboration within health care teams, enhancing their ability to provide comprehensive and client-centred care.

COREQUISITES:

HC1021, HC1031, HC1041

REQUIRED TEXT/RESOURCE MATERIALS:

College of LPNs and HCAs of Alberta. (2026). *HCA knowledge hub*.

<https://www.clha.com/hca/knowledge-hub/>

Wilk, M. J., Sorrentino, S. A., & Remmert, L. N. (2022). *Sorrentino's Canadian textbook for the support worker* (5th ed.). Elsevier Canada

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

DELIVERY MODE(S): Lecture and lab

LEARNING OUTCOMES:

1. Describe the HCA role, responsibilities, and competencies within the Alberta health care system.
2. Identify relevant legislation, regulations, guidelines, and standards that govern the HCA profession.
3. Recognize the key components of an effective health care team approach that enhances client care.
4. Identify attitudes and behaviours that demonstrate professionalism and accountability within the HCA role
5. Identify basic principles and strategies for ensuring safety, infection prevention, and hazard assessment in various health care settings.

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:

Assessment	Due	Weighting
Restricted Activities Scenario	In-Class – September 24, 2026	30%
Quizzes 15% x 2		30%
• Quiz #1 (Modules 1-3) • Quiz #2 (Modules 4-5)	In-Class – October 15, 2026 In-Class – November 5, 2026	

Final Exam (cumulative)	November 26, 2026	40%
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1. Restricted Activities Assignment

The purpose of this assignment is to assist learners in identifying when they are authorized to perform a restricted activity, when they must decline to perform it, and how to appropriately respond in each situation.

2. Quiz # 1

The purpose of this assignment is to assess the learners' understanding of the concepts up to and including Module 3.

3. Quiz # 2

The purpose of this assignment is to assess the learners' understanding of the concepts of Module 4-5.

4. Final Exam

The final multiple-choice exam is designed to evaluate the learners' understanding and mastery of the core concepts covered throughout this course. The exam assesses both foundational knowledge and the ability to apply that knowledge.

GRADING CRITERIA:

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	95-100		C+	2.3	67-69
A	4.0	85-94		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

**** 70% or a B- is required to pass this course****

COURSE SCHEDULE/TENTATIVE TIMELINE:

<u>Week</u>	<u>Modules Covered in Lecture</u>	<u>Modules Covered in Lab</u>
<u>Week 1</u>	Module 1	Module 1
<u>Week 2</u>	Module 1	Module 1
<u>Week 3</u>	Module 1 & Start Module 2	Module 1 + 2
<u>Week 4</u>	Module 2 & Start Module 3	Module 2 + 3
<u>Week 5</u>	Module 3	Module 3
<u>Week 6</u>	Module 3	Module 3
<u>Week 7</u>	Module 3 + Start Module 4	Module 3 +4
<u>Week 8</u>	Module 4	Module 4
<u>Week 9</u>	Module 4 & Start Module 5	Module 4 + 5
<u>Week 10</u>	Module 5 & Start Module 6	Module 5 +6
<u>Week 11</u>	Module 6	Module 6
<u>Week 12</u>	Module 6	Module 6

**** Tentative/Subject to change. Please see D2L page for further breakdown.**

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](#)

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 scheduled practice labs.