



## **Health Care Aide 110**

### **Working Safely and Effectively as a Health Care Aide**

**January 8, 2018 – January 18 , 2018**

## **COURSE OUTLINE**

Instructor: Sharon Grantham  
Madelaine Edgecombe



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## HEALTH CARE AIDE 110

### COURSE OUTLINE

#### CALENDAR STATEMENT

This course will provide the student with the opportunity to learn the roles and responsibilities of the Health Care Aide including being familiar with the provincial legislation that guides safe ethical personalized care. In addition the student will learn about providing safe client care, ensuring environmental safety, and self-care and safety while working in a team environment.

#### COURSE HOURS

TOTAL HOURS: 45      LECTURE: 40 Hours      LAB 5 Hours      CREDITS: 2

#### COURSE 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, respectful care based on the needs of the client. Care that meets these standards is known as client-centered care.

#### TUTOR INFORMATION

Instructor: Sharon Grantham  
Phone: (Office) 780-792-5741  
E-mail: sharon.grantham@keyano.ca  
Office: CC 187H  
Hours: Monday 1300-1500

Instructor: Madelaine Edgecombe  
Phone: (Office)  
E-mail: madelaine.edgecombe@keyano.ca  
Office: CC 205 Q  
Hours:

## GENERAL LEARNING OUTCOMES

Upon successful completion of this course, you will be able to meet or exceed the following:

- 1.1 Examine concepts of health and wellness and of illness and disability.
- 1.2 Examine health within the context of the Canadian health-care system and the Canada Health Act.
- 1.3 Describe the role, responsibilities, and unique contributions of the HCA to the health of clients across a variety of workplace settings.
- 1.4 Explain the importance of the helping relationship within the role of the HCA.
- 1.5 Describe the importance of respect for culture and diversity.
- 1.6 Examine health-care ethics within the role of the HCA.
- 1.7 Develop skill in self-awareness.
- 1.8 Examine lifelong learning and continuing education within the role of the HCA.
- 1.9 Use terminology related to the HCA role and scope of practice.
- 1.10 Examine the HCA role and responsibility when applying the “I CARE” model.

## Instructional Methods

- This course uses a variety of teaching/learning methods including: discussion, experiential exercises, learner presentations, role-plays, case studies, lectures, reflection, lab demonstration and practice, and group activities. These course activities provide the opportunity for learners to learn with and from others who are undergoing a similar learning experience.
- The course emphasizes pre-class preparation, participation in interactive classes, and post-class reflection and review. The learner is expected to take an active part in class discussions and take responsibility for his/her own learning. The instructor’s role is to facilitate learning.

## **HEALTH CARE AIDE PROGRAM POLICIES**

Please refer to Keyano College Health Care Aide Handbook for specific Health Care Aide Program policies and to Keyano College Calendar for general College policies.

Please review the Keyano College Nursing Program Policy on Clinical Attire, which is outlined in the student handbook. The following are required items for clinical: nametag, health center ID, watch, penlight, black pen, bandage scissors and stethoscope.

## **LATE POLICY FOR ASSIGNMENTS**

All assignments are to be passed in at the time and place they are due. Please see timetable. Extensions on assignments may be granted and must be negotiated with the tutor prior to the due date and with a date specified for late submissions. If prior arrangements are not made, a penalty of a letter grade for each working day that an assignment is submitted after the due date will be deducted from the final grade i.e. an assignment graded at B would receive an adjusted grade of B- if handed in one day late; if two days late, the grade is adjusted to C+ etc.

## **SPECIALIZED SUPPORTS & DUTY TO ACCOMMODATE**

### **DISABILITY SUPPORT SERVICES: LEARNER ASSISTANCE PROGRAM**

If you have a documented disability or you think that you would benefit from some assistance from a Disabilities Counselor, please call or visit the Disability Supports Office 780-792-5608 to book an appointment (across from the library). Services and accommodations are intended to assist you in your program of study, while maintaining the academic standards of Keyano College. We can be of assistance to you in disclosing your disability to your instructor, providing accommodations, and supporting your overall success at Keyano College.

### **SPECIALIZED SUPPORTS AND DUTY TO ACCOMMODATE**

Specialized Support and Duty to Accommodate are aligned with the office of Disability Support Services: Learner Assistance Program (LAP) guided by federal and provincial human rights legislation and defined by a number of Keyano College policies. Keyano College is obligated by legislation to provide disability-related accommodations to students with identified disabilities to the point of undue hardship.

## OVERVIEW OF LEARNING EXPERIENCES

### Course Modules

This course consists of the following units:

- Module 1:** Role of the Health Care Aide
- Module 2:** Legislation
- Module 3:** Functioning Effectively as a Team Member
- Module 4:** Environmental Safety
- Module 5:** Client Safety
- Module 6:** Self Care and Safety

## REQUIRED TEXTS

Sorrentino, S.A., Remmert, R., & Wilk, M.J. (2017). *Mosby's Canadian textbook for the support worker* (4th ed.). Toronto, ON: Elsevier.

Sorrentino, S.A., Remmert, R., & Wilk, M.J. (2017). *Mosby's Canadian textbook for the support worker* (4th ed.). Toronto, ON: Elsevier. Work book to accompany.

Access to the Internet

## OVERVIEW OF COURSE ASSESSMENT

### Mid Term Exam

The midterm exam tests your knowledge on modules 1 – 3 inclusive; this exam has 50 multiple choice questions. Your responses must be completed on Moodle at the assigned time.

## Final Exam

The final exam is **cumulative**, meaning that it tests your knowledge of the content of the entire course. It is a multiple-choice exam with 60 questions. Your responses must be completed on Moodle at the assigned time.

## DISTRIBUTION OF MARKS

THEORY			DATE
Mid-term exam covers modules 1-4; multiple choice	Demonstrate knowledge of course content from module 1-4 inclusive	40%	Jan 12
<b>Final Exam</b> cumulative; multiple choice	Demonstrate knowledge of course content	60%	Jan 18
		<b>Total</b>	<b>100%</b>

## PASSING LEVEL AND GRADING SCALE

This is a combined theory course. Learners must complete **all** examinations to receive a final theory grade. Please refer to page 27 of the Credit Calendar for information on supplemental exams

To receive credit for HCA 110, a learner must achieve the following:

- A minimum overall grade of 2.3 (C+) or 70%

Refer to the Health Care Aide Handbook for information regarding grading scale, extensions, and other program standard practices.

## Important Additional Information

### Expectations of Students Writing On-Line Exams

1. Each instructor will have the following options with regards to writing quizzes: writing on line from a location and computer of their choice; writing in a classroom with their own device invigilated by the instructor, or writing the quiz on paper. The course instructor will provide information related to where the student is to write the quiz.



2. If quizzes are written from a location and computer of their choice, these are **not** open book exams. The quiz is to have been studied for prior to the quiz or exam date and is to be completed independently: that is by oneself, not in collaboration with or in the company of another person or persons. No photos of quiz questions are to be taken via phones.
3. Midterm and Final exams will be invigilated by the instructor. The time and place can be found in the course syllabi. Students may be required to provide their own devices for these exams.
4. Students who are writing from a location and computer of their choice are responsible for discussing any computer/internet issues with the instructor at least two days prior to the exam date listed in the course timetable.
5. Once the quiz/exam has started, the student will submit their answers immediately prior to going on to the next question.
6. Time for all quizzes and exams will be strictly adhered to. For example if a quiz is 30 minutes, the quiz will be open for exactly 30 minutes.
7. No grades will be released until the instructor has had time to review the quiz/exam stats. Once the review has been done, the marks will be released. Review of the quiz/exam questions in class will be done at the instructor's discretion.
8. If any problem arises during the taking of the quiz/exam, the student is to contact the instructor immediately at the time of the issue.
9. It is the responsibility of each student to be familiar with the contents of the Student Code of Conduct. It is mandatory that all students sign a form identifying they have read/or are familiar with the Student Code of Conduct.

**Note to all students:** It is the student's responsibility to retain course outlines for possible future use in support of applications for transfer credit to other educational institutions.

